

# KARNS CITY AREA SCHOOL DISTRICT

2022-2023

## PROCEDURE FOR REQUESTING BUS TRANSPORTATION FOR EDUCATIONAL FIELD TRIPS

1. Complete a Transportation Request Form.
2. The form *must be approved* by the building Principal.
3. Submit the completed form to the Transportation Director at least one week prior to the Board meeting preceding the date of the requested trip. The School Board requires prior approval of all trips.
4. When arrangements have been completed, the requesting teacher will a copy of the form. This is your confirmation that the buses have been scheduled and you should keep it for future reference.
5. Any changes to the initial request must be processed directly through the Transportation Office and should be in writing.
6. General information regarding Transportation Requests include:
  - A. The costs incurred during the 2022-2023 school year are: \$2.20 per mile for the bus plus \$18.96 per hour for the driver
  - B. Minimum trip cost is \$150.00
  - C. Bus capacity is 72 passengers; with three to each seat. If you have high school students, adults, or are taking a longer trip, it is recommended two to each seat which means 48 per bus.
7. If you desire PTO reimbursement, this must be arranged through your building Principal and the PTO. This normally means you must have submitted a request and have approval at the beginning of the current school year.
8. Athletic trips are to be scheduled through the Athletic Director's Office.