

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 7000 P-1

TRANSPORTATION COST CALCULATIONS FOR CO-CURRICULAR
ACTIVITIES AND FIELD TRIPS

The transportation cost for co-curricular activities and field trips are arrived at by:

- A. Multiplying the straight-time hourly rate of the bus driver times the number of hours required for the trip;
- B. One and one-half times the straight-time hourly rate times the number of overtime hours, if the trip goes beyond the straight-time rate;
- C. Current percent times the wages for F.I.C.A.;
- D. Current percent times the total hours for industrial insurance amount;
- E. Current per mile rate times the total number of miles for bus operation.

The sum of the five steps above will result in the total cost of each field trip. This amount will be charged against the appropriate budget.

The Transportation Department will provide the necessary information for administrators to calculate the cost of the trip, that is, the number of straight-time hours required for the trip, the number of overtime hours required, if any, the number of miles traveled and the per mile rate. Contact the department the day following the field trip for this information.

10/1/82