

FILE: EDDA-AP  
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**CALCASIEU PARISH SCHOOLS  
ADMINISTRATIVE PROCEDURES**

**SUBJECT: SPECIAL TRIPS – SCHOOL**

**Revised: July 22, 2014**

**1. MAXIMUM FEE SCHEDULE FOR BUS DRIVERS – SPECIAL TRIPS**

**A. One Day Trip**

Bus drivers shall be paid per the schedule below, subtracting two (2) hours per A.M and P.M route missed.

\$10.00	Per Hour Departure and Return
\$12.00	Minimum Show – Up Fee
\$32.00	Minimum Trip Fee

Meals provided per policy schedule- out of Parish Calcasieu Parish School Board trips only unless provided by eating establishment.

**B. Certified Substitute Bus Drivers**

\$10.00	Per Hour Departure and Return
\$12.00	Minimum Show – Up Fee
\$32.00	Minimum Trip Fee

Meals provided per policy schedule- out of Parish Calcasieu Parish School Board trips only unless provided by eating establishment.

**C. Overnight Trips**

Bus drivers shall be paid per the schedule below, subtracting two (2) hours per A.M and P.M route missed.

\$10.00	Per Hour Departure until Return
\$12.00	Minimum Show-Up Fee
	Lodging-Single occupancy room provided

Meals shall be provided per policy schedule or by the school on Calcasieu Parish School Board trips only unless provided by eating establishment.

**D. Driver Selection Procedures and Criteria**

1. The School Board has specified that priority be given to the hiring of regularly employed drivers instead of certified substitute drivers. If a bus driver wants to donate his/her services, the principal is certainly encouraged to use such a person. When schools use a regular driver the school pays for the substitute and the fee must not exceed the maximum fee schedule. Attach a check made payable to Calcasieu Parish School Board with the reimbursement form. (See Attached)
2. Schools may use a substitute or certified driver and pay no more than the maximum fee schedule.

E. Drivers May Donate Their Service

2. THE PAYROLL WILL REMAIN AS FOLLOWS:

- A. If a trip overlaps into any part of a school day necessitating the hiring of a substitute driver for the regular route, the following guidelines will be used:
  1. The regular driver is to be reported on a supplemental form for driving the special trip. (Attach Check)
  2. Substitute drivers will sign in at the school where the regular driver receives his/her check.
  3. The school making the trip assumes the responsibility of payment for the substitute. Report the hiring of a substitute driver on your regular bus driver's time sheet.
- B. Cost of fuel used for special trips will be the responsibility of the school making the trip. This may be waived by the Supervisor of Transportation if the trip is short and the fuel cost is nominal.
- C. Drivers may leave during a trip without being docked, however before drivers leave, they must exchange phone numbers with the sponsor and have a phone nearby to answer the call. Driver must also be within reasonable distance from destination of the event in case of unforeseen circumstances and be able to return in a reasonable time for an emergency situation.
- D. The Calcasieu Parish School Board will supply the necessary buses for special trips. No rental fees are charged for use of buses.
- E. Spare buses needed for special trips will be distributed to schools on a first come first call basis.
- F. For special trips made at times other than during the regular driving hours (Saturday), the school will only be responsible for:
  1. The wages of the driver
  2. The cost of fuel
  3. Meals provided per policy schedule out of parish Calcasieu Parish School Board trips only unless provided by eating establishment.

## 3. EXAMPLE OF SPECIAL TRIPS WITH RELATED FEE

- A. School A takes a school field trip. Students do not leave school until 10:00 A.M. and return by 11:00 A.M. Driver receives \$32.00.

Explanation: \$12.00	Show Up Fee
<u>10.00</u>	\$10.00 per hour (1 hour)
\$22.00	

Earned fee does not meet minimum fee of \$32.00; therefore, the driver receives the minimum fee.

- B. School B takes a trip and the departure is 12:30 P.M. and returns to school at 10:00 P.M. Driver receives \$87.00.

Explanation: \$12.00	Show Up Fee
<u>75.00</u>	\$10.00 7 ½ hours
\$87.00	

12:30-2:00= 1 ½ hours X \$10.00 = \$15.00

2:00-4:00 P.M. Route = \$0.00

4:00-10:00= 6 hours X \$10.00 = \$60.00

- C. School C takes a daylong trip. Students leave school at 6:30 A.M. and return to school at 8:30 P.M. The driver's fee is \$117.00.

Explanation: \$12.00	Show Up Fee
<u>105.00</u>	\$10 ½ hours X \$10.00
\$117.00	

8:00 – 2:00 = 6 hours X \$10.00 = \$ 60.00 (Normal Route Time)

6:00 – 8:00 A.M. – 2:00– 4:00 P.M. = \$0.00

4:00 P.M.- 8:30 P.M = 4 ½ hours X \$10.00 = \$45.00

Ref: Board minutes, 3-12-03, 11-5-08, 9-9-14

Calcasieu Parish School Board