



School District of Haverford Township

Transportation Department | 50 E. Eagle Road, Havertown, PA 19083

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www.haverford.k12.pa.us

Field Trip Protocol

- ❖ Field Trip TIMES: 9:00 a.m. - 1:30 p.m.
- ❖ Cost: \$180 per bus
- ❖ In-district destinations: NO charge.
- ❖ Buses hold 48 passengers at two-to-a-seat. Younger students may sit three-to-a-seat.
- ❖ Field trips to destinations beyond fifty (50) miles one way or overnight must be approved by the Board of School Directors prior to requesting transportation. (Board Policy Code 121: "Field Trips").
- ❖ Field trip requests must be submitted by completing the Google Form entitled "*Field Trip Request Form*" found on the District website under "Staff" and at least two (2) weeks prior to the date of the trip.

HHS Athletics

- ❖ Sports trips are billed at District costs: \$1.50 per mile + \$30 per driver hour.

HHS Band

- ❖ Competitions are billed at District costs: \$1.50 per mile + \$30 per driver hour.

HHS Clubs

- ❖ Once the Club Sponsor has obtained approval for the trip, a request for transportation may be submitted.
- ❖ Club trips will be billed as follows:
 - Between the hours of 9:00 a.m. - 1:30 p.m. on a weekday = \$180 per bus.
 - After 4:15 p.m. or on the weekend, at District costs: \$1.50 per mile + \$30 per driver hour.
 - Shuttled to / from destination (bus doesn't stay): NO charge.