



## School District of Haverford Township

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

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[www.haverford.k12.pa.us](http://www.haverford.k12.pa.us)

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### Field Trip Protocol

- ❖ Field Trip TIMES: 9:00 a.m. - 1:30 p.m.
  - No transportation is available before 9:00 a.m. - **NO EXCEPTIONS.**
- ❖ Must be entered at least two (2) weeks prior to the date.
- ❖ 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.

### Band / Clubs

- ❖ Band Competitions are billed at District costs: \$1.50 per mile + \$30 per driver hour.
- ❖ 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 does not stay) on a weekday: NO charge.