EXTRA-CURRICULAR BUS SERVICE REQUEST

Minnetonka Public Schools

_____
Control Number

For best service, be sure to complete and forward this trip request as soon as the trip details are known. Unless otherwise requested, buses may be scheduled to transport more than one group simultaneously or sequentially.

EMAIL TO: Nicole.Bedmark@firstgroup.com, Erica.Campbell@firstgroup.com

[ ] FIRST STUDENT BUS COMPANY (Office: 952-470-5366)

FROM: _____ School/Department _____ Group Manager

_____ Type of Activity _____ Phone Number

RE: Please provide the following transportation for our group: _____ Date of Request _____ Number of Buses Requested

_____ Group Name _____ Trip Date _____ Total Adult Riders _____ Total Student Riders _____ # Wheelchairs

Bus Driver's Directions Provided By: Group Manager _____ Bus Company _____

_____ Boarding Location _____ Pick Up Time

_____ Destination _____ Arrival Time

_____ Address

_____ Reboarding Location _____ Pick Up Time

_____ Return Location _____ Return Time

Comments:

SPECIAL INSTRUCTIONS

If Yes, explain in Comments field

Bus stays with group	____ Yes	____ No
Bus Drops & Returns*	____ Yes	____ No
Need equipment space	____ Yes	____ No
Call Group Manager	____ Yes	____ No
Need Bus Para for Wheelchair*	____ Yes	____ No

**Extra Charge*

Estimating Capacity

25 Seats per Bus/77 Max. Passengers

K-5th up to 3 per seat

6th-12th - 2 per seat (max. 50)

Adults - 2 per seat (max. 50)

Wheelchair - Up to 4 per bus -Capacity of 41 passengers K-5th; 25 passengers 6th-Adult

Instructions to Bus Contractor: If able to provide the requested service, sign this form, make a copy for your records, and send the copy with your original signature to the requestor. When the service has been provided send the invoice for payment to the requestor.

Send invoice to: _____

_____ Signature of Requestor

_____ Confirmed - Bus Contractor

Authorization for Payment:

_____ Approval Signature

Account Number _____ $ _____

Account Number _____ $ _____

Total Estimated Invoice $ _____

Request will not be processed without an account number and an approval signature

ALWAYS CALL AND CONFIRM YOUR BUS AT LEAST 24 HOURS IN ADVANCE

Charter and Field Trip Guidelines must be followed for all Extra-Curricular Requests

(Guidelines are available on Minnetonka Public School District Website and from Bus Driver)

A coach/teacher/chaperone must be present on each bus whenever there are students on board

EXTRA-CURRICULAR BUS SERVICE REQUEST

2018-2019 ESTIMATION OF EXTRA-CURRICULAR TRANSPORTATION EXPENSE

Mileage & Hours charges begin with pick-up time at school and accumulate to actual arrival time at return location
Allow one week for processing of requests, requests of less than three days will make best effort to accommodate
48 Hour cancellation required to avoid minimum 2 hour cancellation fee
ALWAYS CALL AND CONFIRM YOUR BUS AT LEAST 24 HOURS IN ADVANCE

FIRST STUDENT BUS COMPANY (952-470-5366) (Fax: 952-470-9684)
Small buses (9 pass to 24 pass)
Large buses (71-77 passenger)

Field Trip Rate/Co-Curricular Trip Rate

2.00 hr/under 40 miles	$124.53
2.50 hr/under 40 miles	$149.34
3.00 hr/under 40 miles	$174.14
3.50 hr/under 40 miles	$198.95
4.00 hr/under 40 miles	$223.75

Estimating Capacity
25 Seats per Bus/77 Max. Passengers
K-5th Grade up to 3 per seat
6th-12th - 2 per seat
Adults - 2 per seat
Wheelchair - Up to 4 per bus / capacity up to 41 passengers K-5; 25 passengers 6-12th grades

Additional Charges
Over 40 Miles: Add $2.18 per mile
Over 4.00 hours, please call First Student, Inc. or the Transportation Office

Wheelchair Lift (up to 4 per bus)	$10.98 Based on availability, must give 2 week notice, no para provided
Para (from First Student	$29.54 per hour
Trailer (each)	$100.42
Bus Parking Fee (average-will charge actual)	Actual Charge
Overnight Charge (Per Bus)	$140.00
Cancellation (Point of Origin-no notice)	$75.00
Cancellation (I<= 48 hours	$50.00

Revised 7/14/2021