



Berkeley Unified School District
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Transportation Department
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Berkeley USD Transportation Department Field Trip Information & Rates 2019-2020 School Year

Standard practice for the 2019-2020 school year is to include a written estimate and final bill for all trips schedule with Berkeley USD Transportation Department. A payment based on the estimate for Berkeley Schools can be submitted prior to the date of the trip. For Non-Berkeley Schools or Organizations payment for any trips reserved with Berkeley USD Transportation Department shall be submitted three (3) days prior to the date of the trip. If payment is not received your schedule trip may be canceled. Please indicate on the field trip request any payments from grants, private fund or Berkeley USD budget code.

Any adjustments of the exact hours & miles will be included in the final bill. If the estimate is higher than indicated on the final bill, a credit will be applied toward a future field trip request. Berkeley USD Accounting Department cannot issue a refund once a payment is processed. All payments shall be paid with a personal/cashier check or money order. No cash payments will be accepted. Transportation Manager will submit all payments to Berkeley USD Accounting Department.

Please review the estimate and make sure that the departure and return times are correct, and/or agreed to with the Field Trip Coordinator, Chawn Jackson. All estimates submitted is based on travel time to a school or site, to the destination, return travel to a school or site and bus returning our bus yard.

Our charges is accumulated based on three factors which includes fuel cost, mileage, driver's hourly and overtime wages. If you seek a reduction of the total cost of your trip, you may consider the amount time at the destination. Please plan accordingly; any delays may accrue additional charges. A cancellation charge of \$100 per bus will be assess for less than 24-hour notification.

Berkeley USD bus drivers shall not deviate from the field trip itinerary, no exceptions. For any scheduling, destination changes please contact us within 24 hours from the date of the trip. You can reach Field Trip Coordinator, Chawn Jackson by email at chawnjackson@berkeley.net or call 510-644-6182. For estimates, please contact Sony Bhopal, Administrative Assistant at 510-644-6182, ext. 15203 or email at sonybhopal@berkeley.net. Thank you.

Berkeley USD Transportation Field Trips/Calculations July 1, 2019

- Standard Rates for Berkeley USD Schools/Programs (In-Town Field Trips)

Rate	Mileage	Fuel Cost (Based on EIA Rates \$3.233 per gallon 07/01/18)	Driver Hourly Wages (Step 5: Salary Schedule \$27.04)
\$210.00	Included	Included	Included

In Berkeley destinations round-trip request is \$210.00; one-way request is \$110.00. Seventy-eight (78) capacity school bus typically can transport 52 passengers comfortably. Please reserve the correct number of buses for total passengers for your trip.

- Standard Rates for Berkeley USD Schools (Out-of-Berkeley Field Trips)

Hourly Rate	Mileage Rate Per Mile	Fuel Cost (Based on EIA Rates \$3.233 per gallon 07/01/18)	Driver Hourly Wages (Step 5: Salary Schedule \$27.04)
\$45.00	\$3.00	Included	Included

Out of town destinations for Berkeley Schools is \$45 an hour & mileage rate is \$3.00 per mile. Seventy-eight (78) capacity school bus typically can transport 52 passengers comfortably. Please reserve the correct of number of buses for total passengers for your trip.

- Standard Rates for Non-Berkeley USD Schools/Programs

Rate (4.0 Hours or Less)	Additional Hours (After 4.0 Hrs)	Mileage Rate	Driver's Hourly Wages (Step 5: Salary Schedule \$27.04)	Fuel Cost (Based on EIA Rates \$3.233 per gallon 07/01/18)
\$410.00	\$100.00	\$3.50	Included	Included

NOTE: Out of town destinations for Non-Berkeley Schools/Organizations standard rate is \$410.00 per bus, additional hours \$100.00 an hour per bus. Mileage rate is \$3.50 per mile. Seventy-eight (78) capacity school bus typically can transport 52 passengers comfortably.

Pricing for driver wages based on Berkeley USD & Berkeley Council of Classified Employees (BCCE) salary schedule 2019-2020.

Variable diesel fuel prices per gallon based on the average price for July 2019. Prices reached on the demand in-region consumption, movements of fuels to other regions of the United States, and exports to the global market. Supply includes in-region refinery production; receipt of fuels transferred from other U.S. Distribution infrastructure includes storage terminals, pipelines, marine loading and unloading facilities, marine vessels, and rail facilities.