

Berkeley USD Transportation Department Field Trip Information & Rates 2021-2022 School Year

Berkeley USD Transportation Department oversees all field trip request for school sites in the City of Berkeley. If Transportation is not able to accommodate a field trip request due to schedule conflict, booked reservations, you will be provided with approved vendors' information at that time.

Standard practice for the 2021-2022 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 submit within ten (10) days prior to the date of the trip. If payment has not been received, your schedule field trip will be canceled. For all Berkeley schools, please indicate on the field trip request any payments from grants, private funding or Berkeley USD budget codes.

Any adjustments from the estimated 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 or credit cards will be accepted. Transportation Department will submit all payments received 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 our Field Trip Coordinator, Chawn Jackson. All estimates submitted are based on miles, travel time to a school or site, to the destination, return travel to a school or site and bus returning to the bus yard.

Charges accumulated is based on three factors that includes fuel costs, vehicle 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 any questions regarding estimates, final bill, please contact Amanda Espino at 510-644-8952, ext. 48952 or email at amandaespino@berkeley.net. Thank you.

NOTE: To avoid any delays with our home-to-school bus routes, Field Trip Coordinator will only book field trips with a schedule pickup time at or after 9:30am, and drop off no later than 1:30pm for all Berkeley school sites. Other requested times will not be accepted.

COVID 19 SAFETY PROTOCOLS:

For your continued support during these difficult times and as we work to navigate the “new normal”, we’ve thought a lot about how we can continue to provide the safest transportation, while also providing peace of mind. In response to the COVID-19 pandemic, and to ensure the highest possible standards of cleanliness and disinfection, Berkeley Unified School District has enacted the following protocols, guided by current recommendations from the Centers for Disease Control and Prevention (CDC), the California Department of Education, Office of School Transportation and California Highway Patrol. Additionally, we have developed a “Best Practices” plan that specifically addresses actions to be taken for our school buses, bus drivers, and our passengers.

Berkeley Unified School District has procured electrostatic sprayers that will allow us to disinfect ALL surface areas inside the school bus. This is far more effective than wiping and non-electrostatic fogging, as it allows for the solutions to meet dwell times so they can work to their full capabilities. This process also reduces the likelihood of cross contamination that can result with spray and wipe techniques, which can simply move bacteria from one surface to another.

Secondly, we shall follow the recommended protocols and safeguards on school buses for activity field trips.

- Require face coverings for all passengers while on the Berkeley school buses at all times.

Our student transportation service will continue to operate safely as we follow these and other rapidly evolving precautions identified by the aforementioned agencies. The safety of our students, teachers, adults/chaperones and bus drivers continues to be our highest priority, now and always. We thank you for your trust and support as we continue to operate as the safest and most reliable transportation in the industry.

Berkeley USD Transportation Field Trips/Calculations July 1, 2021

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

Rate	Mileage	Fuel Cost Based on EIA Rates \$3.94 per gallon 08/09/2021	Driver Hourly Wages (Step 5: Salary Schedule) \$31.02
\$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 \$3.94 per gallon 08/09/2021	Driver Hourly Wages (Step 5: Salary Schedule) \$31.02
\$45.00	\$3.50*	Included	Included

Out of town destinations for Berkeley Schools is \$45 an hour & mileage rate is \$3.50 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) \$31.02	Fuel Cost Based on EIA Rates \$3.94 per gallon 08/09/2021
\$410.00	\$100.00	\$3.75*	Included	Included

NOTE: Out of town destinations for Non-Berkeley Schools/Organizations, standard rate is \$410.00 per bus, additional hours charges is \$100.00 an hour per bus. Mileage rate is \$3.75 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.

Pricing for driver wages based on Berkeley USD & Berkeley Council of Classified Employees (BCCE) salary schedule 2021-2022 school year.

Variable renewable diesel fuel prices per gallon based on the average price for **August 9, 2021**. 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, rail facilities and State of California Emission Control Standards. (*Mileage rate increase due inflated diesel fuel cost)