

## **Berkeley USD Transportation Department Field Trip Information & Rates**

Berkeley USD Transportation Department oversees all field trip requests for Berkeley school sites. If the Transportation Department is not able to accommodate a field trip request due to a schedule conflict with home-to-school bus routes, etc., the requestor will be provided with a current copy of the approved vendors' list from BUSD Transportation Field Trip Coordinators at that time. All previous versions of the approved vendors' list shall be discarded.

Standard practice during the school year when submitting a request is to include the original "Special Trip Request" form when reserving a field trip with Transportation. Email, faxes, copies received are not acceptable. For Berkeley sites, a payment based on the estimated cost is required prior to the date of the trip. For all Non-Berkeley Schools or Organizations, a trip request form and full payment with Berkeley USD Transportation Department shall be submitted within fifteen (15) days prior to the date of the trip. If the trip request or payment have not been received in the allotted time, your scheduled 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. The requestor is responsible to ensure funds are available in the budget code when reserving a field trip.**

Any adjustments from the estimated hours & miles will be noted at the completion of the field trip. If payment is made and final cost is less than the estimate, a credit will be applied toward a future field trip request. Berkeley USD Accounting & Transportation cannot issue a refund once a payment is processed. **All payments with a personal/cashier check or money order shall be paid within ten (10) days of the scheduled field trip. If payment is not received, the field trip will be canceled.** Cash payment or credit card will not be accepted. Please submit payments to the Transportation Department. All payments received will be processed and forward to Berkeley USD Accounting Department. **Payments using a budget code will not be processed until the end of the fiscal year.**

The requestor should review the estimate, Special Trip Request form and make sure that the departure and return times are correct, and/or agreed to with our Field Trip Coordinator, Chawn Jackson. Estimates submitted are based on miles for out-of-town trips, travel time to schools or sites; to the destination, return travel and bus returning to the bus yard.

Fees are accumulated 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 the Field Trip Coordinator, Chawn Jackson by email at [chawnjackson@berkeley.net](mailto:chawnjackson@berkeley.net) or call 510-644-6182. For any questions regarding estimates, final bill, please contact Kelsey Jones at 510-644-6182, ext. 15203 or submit an email at [kelseyjones@berkeley.net](mailto:kelseyjones@berkeley.net). Thank you.

NOTE: To avoid any delays with our home-to-school bus routes, Field Trip Coordinators will book field trips with a schedule pickup time at or after 9:30am, and drop off no later than 1:30pm for all scheduled field trips. Other requested times may not be approved. All new charter, SPAB bus companies will be vetted by the Transportation Manager during the summer only. If approved will be added on the vendors' list for the upcoming school year.

## Berkeley USD Transportation Field Trips Fees

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

| Rate            | Mileage         | Fuel Cost<br>Based on EIA Rates &<br>California Diesel Fuel<br>Sales Tax (13%) | Driver Hourly Wages<br>Step 5:<br>(Salary Schedule)<br>\$34.92 |
|-----------------|-----------------|--|--|
| <b>\$400.00</b> | <b>Included</b> | <b>Included</b>  | <b>Included</b>  |

In Berkeley destinations round-trip request is \$400.00; one-way request is \$200.00. A seventy-two (72) capacity school bus typically can transport 52 passengers comfortably. Please reserve the correct number of buses for total passengers for your trip. Fee increase goes into effect on 7/1/2025.

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

| Hourly Rate    | Mileage Rate<br>Per Mile | Fuel Cost<br>Based on EIA Rates &<br>California Diesel Fuel<br>Sales Tax (13%) | Driver Hourly Wages<br>Step 5:<br>(Salary Schedule)<br>\$34.92 |
|----------------|--------------------------|--|--|
| <b>\$75.00</b> | <b>\$4.00</b>            | <b>Included</b>  | <b>Included</b>  |

Out of town destinations for Berkeley Schools is \$75.00 an hour & mileage rate is \$4.00 per mile. A seventy-two (72) capacity school bus typically can transport 52 passengers comfortably. Please reserve the correct of number of buses for total passengers for your trip. Fee increase goes into effect on 7/1/2025. A standard rate of \$400 will be applied for out-of-town trips.

- Standard Rates for Non-Berkeley USD Schools/Programs

| Rate<br>(4.0 Hours or<br>Less) | Additional<br>Hours Rate<br>(After 4.0<br>Hrs) | Mileage<br>Rate Per<br>Mile | Driver's Hourly Wages<br>Step 5:<br>(Salary Schedule)<br>\$34.92 | Fuel Cost<br>Based on EIA Rates<br>& California Diesel<br>Fuel Sales Tax (13%) |
|--------------------------------|--|-----------------------------|--|--|
| <b>\$575.00</b>                | <b>\$150.00<br/>(per-hour)</b>                 | <b>\$5.50</b>               | <b>Included</b>  | <b>Mileage Rate</b>  |

NOTE: Out of town destinations for Non-Berkeley Schools/Organizations, standard rate is \$575.00 per bus, additional hours charges is \$150.00 an hour per bus. Mileage rate is \$5.50 per mile. A seventy-two (72) capacity school bus typically can transport 52 passengers comfortably. Please reserve the correct of number of buses for total passengers for your trip. Fee increase goes into effect on 7/1/2025. Pricing for driver wages based on Berkeley USD & Berkeley Council of Classified Employees (BCCE) salary schedules.

Variable renewable diesel fuel prices per gallon based on the average price calculated from the U.S Energy Information Administration (EIA) <https://www.eia.gov/petroleum/gasdiesel/>, California Diesel Fuel Sales Tax at 13.0%. 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. **(\*Hours and mileage rate increase due to higher diesel fuel and maintenance costs for the school buses)**