

# EXTRA-CURRICULAR BUS SERVICE REQUEST

Minnetonka Public Schools 2022-2023 School Year

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.

FAX TO: [ ] FIRST STUDENT BUS COMPANY (Fax: 952-470-9684) (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:

Account Number \_\_\_\_\_ \$ \_\_\_\_\_

Account Number \_\_\_\_\_ \$ \_\_\_\_\_

Approval Signature \_\_\_\_\_

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

## 2022-2023 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	\$127.95
2.50 hr/under 40 miles	\$153.45
3.00 hr/under 40 miles	\$178.93
3.50 hr/under 40 miles	\$204.42
4.00 hr/under 40 miles	\$229.90

#### **Additional Charges**

**Over 40 miles** add \$2.23 per mile

**Over 4.00 hours**, please call First Student, Inc.

**Wheelchair Lift** (up to 4 per bus)

**Para** (from First Student

**Trailer** (each)

**Bus Parking Fee** (average-will charge actual)

**Overnight Charge** (Per Bus)

**Cancellation** (Point of Origin-no notice)

**Cancellation** (<= 48 hours

#### **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

\$11.25 Based on availability, must give 2 week notice,  
no para provided

\$30.08 per hour

\$102.93

Actual Charge

\$140.00

\$75.00

\$50.00

Revised May 2022