

**TO: PRINCIPALS, DIRECTORS, and ADMINISTRATIVE STAFF**

**FROM: Mark Shepard, Associate Superintendent for Business Affairs  
Bill McCoy, Director of Operations**

**SUBJECT: FIELD TRIP CHARGES**

**Buses are to be requested on Field Trip Request Form #521240, which must be submitted to the Transportation Department on the Wednesday prior to the week of the trip. All requests must include an account number and be signed by the administrator responsible for budgeted amounts.**

**LIMIT OF USE:** School buses may be used for school purposes other than to and from school and school activities if the program is a Lincoln Public Schools' program and for the purpose of transporting Lincoln Public Schools' students according to the following fee schedule.

**FIELD TRIP CHARGES**

Extracurricular (athletic, music, etc.) trips and curricular out-of-town trips will be billed at \$41 per hour for trips of less than five hours. For trips over five hours, a rate of \$205 for the first five hours will be charged and \$35 per hour charged for subsequent hours. A table of charges follows:

<b>Hours</b>	<b>Charge</b>
1	\$ 41.00
2	82.00
3	123.00
4	164.00
5	205.00
6	240.00
7	275.00
8	310.00
9	345.00
10	380.00
11	415.00
12	450.00

Partial hours will be billed accordingly.

The charge begins from the time the bus leaves the Transportation Department until it returns to Transportation. Users will be billed for clean up if necessary.