

Guidelines for Non-District Paid Trips USD 489, Hays

- 1) Non-district paid trips will be charged for the use of the bus and the driver at the current mileage rate based on fuel and driver wage costs.
- 2) It will be the responsibility of the group scheduling the trip to reimburse the district for transportation services provided in a timely manner.
- 3) Trips requiring more than one bus will be charged the current mileage rate for each bus and driver used.
- 4) Trips requiring overnight travel will require the requesting group to pay for the driver's room.
- 5) If more than one driver is required, the requesting group will provide (pay for) a room for each driver regardless of whether they are the same gender, if requested. This is to mitigate the fatigue factor for the drivers and to make sure they get adequate rest to provide for the safe transportation of students and sponsors.
- 6) Group meals (such as pizza) may be shared with the driver by the requesting group, but is not required.
- 7) When the requesting group is attending a performance, zoo, museum, etc., the group may provide the driver with admission, but it is not required.
- 8) All USD 489 rules and regulations will still apply during the course of the trip even though the requesting group is paying for the services.

