

# Outside Group Trip Request

Please read the instructions before completing this form. If you have any questions, see the Transportation Department contact list at the bottom of the instruction form.

Organization Name Our Lady of the Sacred Heart Academy Date of Request Nov. 5, 2021  
 Organization Address 479 Beaver Rd. Walton KY 41094  
 Organization Phone Number 859-485-9500  
 Contact Name Sr. Aimée Dominique Contact Cell Phone \_\_\_\_\_  
 Destination Name Newport, KY Date of Trip Friday, Nov. 19  
 Destination Phone # 859-695-7700  
 Destination Address 425 York St., Newport, KY (World Peace Bell Center)  
 Destination Instructions Drop off students in parking lot.  
 Loading Location 479 Beaver Rd., Walton, KY 41094  
 Loading Time 9:30 AM Departure Time 9:45 AM - ONE WAY Drop off only  
 Loading Time at Event N/A Departure Time from Event N/A  
 Return Time N/A  
 Number of Passengers 230 Number of Buses requested 5  
 Additional Comments If you cannot provide 5, we would request 2 buses for 92 passengers  
 PO Number \_\_\_\_\_ or 3 buses for 138

## For Transportation Use Only

Trip Approved by \_\_\_\_\_ Superintendent's Office  
 Date Received \_\_\_\_\_ Trip Number \_\_\_\_\_  
 Internal Approval \_\_\_\_\_  
 Date Estimate Sent \_\_\_\_\_ Fax Email Date Assigned \_\_\_\_\_  
 Date Billed \_\_\_\_\_

Submit

Print

**FIELD TRIP ESTIMATE WORKSHEET****Outside Groups**

- Fill in all of the blue boxes.
- Round the Trip Time to the nearest 15 minutes.
- Trip Time must be entered as fraction of the hour for this page only (15 minutes = .25, 30 minutes = .50, 45 minutes = .75).
- Use google maps to determine estimated round trip mileage.
- Administrative Time includes time for the driver to pre-trip the bus.
- Additional time will be billed if the interior of the bus/buses require cleaning after the trip.
- A different route may be taken as we will be ensuring the route is accessible for a school bus.
- Estimate will always start with Administrative Time figured in.

A formal estimate will be sent to you approximately 2 weeks prior to the field trip. If you need any assistance,

Please contact Nick Greer ext. 25211 or call 859-384-5340.

Hourly Rate \$ 40.00

Mileage Rate \$ 4.10

Administrative Time 0.75

Trip Hours 1 hr.

Round Trip Mileage 38.2 miles

**Estimated Cost**

Time Charge \$ 40.00

Mileage Fee \$ 156.62

Per Bus Cost \$ 30.00

# of Buses Requires 5

**Total Estimated Cost** \$1,133.10

} from Boone County School Bus Garage  
to 479 Beaver Rd., Walton, KY  
to 425 York St., Newport, KY

Option 1 - 5 buses

**FIELD TRIP ESTIMATE WORKSHEET****Outside Groups**

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Mileage Rate \$ 4.10

Administrative Time 0.75

Trip Hours 1 hr.

Round Trip Mileage 38.2 miles

} from Boone County Schools Bus Garage  
to 479 Beaver Rd., Walton, KY  
to 425 York St., Newport, KY

**Estimated Cost**

Time Charge \$ 40.00

Mileage Fee \$ 156.62

Per Bus Cost \$ 30.00

# of Buses Requires 2

**Total Estimated Cost** \$ 453.24

end of 4 page  
fax

option 2 - 2 (or 3 or 4) buses

Thank you!