

## Our Lady of the Sacred Neart Academy 479 Beaver Road Walton, KY 41094

September 7, 2021

Marcia Kelly Boone County Schools 8330 US Highway 42 Florence, KY 41042

Dear Ms. Kelly,

After a conversation with Bob Berrix today, I am submitting to you a request for the use of Boone County buses for a school field trip on Tuesday, October 11.

As stated on the application form, we are open to either a round trip or a one way, depending on your availability and on the round-trip cost. We might opt for one-way drop off in the morning and then have the students' parents to pick up in the afternoon.

Thank you for considering our request. Please do not hesitate to contact me if you need any further information.

Sincerely,

Fr. Aimee Dominique

Cell: 859-279-6985

School office: 859-485-9500

## **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.

		acred Heart Academy	Date of Request	8/10/17
Organization Name _	4	79 Beaver Road,	Walton, KY 41094	1
Organization Address	950 495 (	9500		
Organization Phone N Contact Name Destination Name	Number Sr Aimee Domir		859-2	79-6985
Contact Name	31. Allilee Dollill	Contac	ct Cell Phone	7 0 0000 2 11 0000
Destination Name	St. Mary Hyde Pa	rk Church Date c	of Trip	JCt. 11, 2022
Destination Phone #		513-32	1-1207	
Destination Phone #	2	853 Erie Ave. Cir	ncinnati, OH 45208	
Destination Address	Drop off students	s: after 45 minutes transport a	about 75 children 1 mile toward	he next destination.
Destination Instruction	ons			
Loading Time at Eye	30 AM	Departure Tir	9:40 AM ne	
Loading Time at Eve	3:15 PM	Departure Tir	ne from Event	3:30 PM
	- 51/			
Return Time	275			5 or 6
Number of Passenger	This request is for rou	$\operatorname{Numb}$ and trip; however, it is possible to have just the drop	er of Buses requested of off in the morning, and the students' parents can pick u	n the afternoon.
Additional Comment	S			
PO Number				
	FC	or Transportation Us	se Uniy	
Trip Approved by			S	uperintendant's Office
Date Received			Trip Number	
Internal Approval				
• •		Fax Email	Date Assigned	
Date Estimate Sent		. an Ellian		
Date Estimate Sent  Date Billed				

## FIELD TRIP ESTIMATE WORKSHEET

## **Outside Groups**

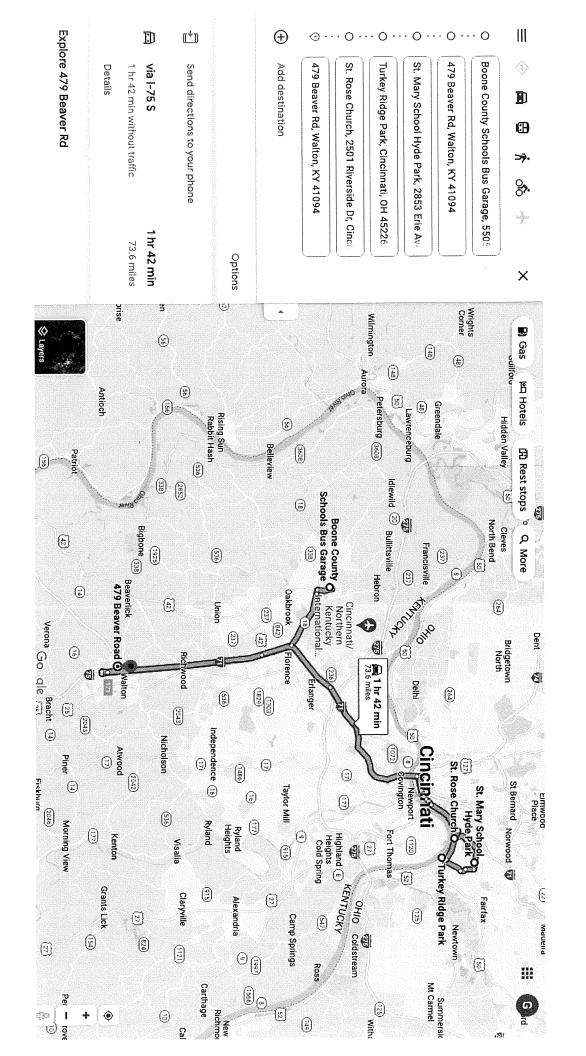
- Fill in all of the blue boxes.
- Round the Trip Time to the nearest 15 minutes.
- Trip Time must be entered as fraction of the hour for this page only (15 minutes = .25, 30 minutes = .50, 45 minutes = .75).
- Use google maps to determine estimated round trip mileage.
- Administrative Time includes 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	f	0:2: - 2:20 AM - aid
Trip Hours	Either 2 hours	from 9:30-11:30 one way/or	6 or 7 haves trip
Round Trip Mileage	73.6		

Round Trip Mileage	73.6
<b>Estimated Cost</b>	
Time Charge	\$ 30.00
Mileage Fee	\$ 0.00
Per Bus Cost	\$ 30.00
# of Buses Requires	5 or 6
Total Estimated Cost	\$ 0.00



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