



Our Lady of the Sacred Heart 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,

  
Sr. 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.

Organization Name Our Lady of the Sacred Heart Academy Date of Request 8/10/17  
Organization Address 479 Beaver Road, Walton, KY 41094  
Organization Phone Number 859-485-9500  
Contact Name Sr. Aimee Dominique Contact Cell Phone 859-279-6985  
Destination Name St. Mary Hyde Park Church Date of Trip Tuesday, Oct. 11, 2022  
Destination Phone # 513-321-1207  
Destination Address 2853 Erie Ave. Cincinnati, OH 45208  
Destination Instructions Drop off students; after 45 minutes transport about 75 children 1 mile toward the next destination.  
Loading Location 479 BEAVER RD. Walton, KY 41094  
Loading Time 9:30 AM Departure Time 9:40 AM  
Loading Time at Event 3:15 PM Departure Time from Event 3:30 PM  
Return Time 4:15 PM  
Number of Passengers 275 Number of Buses requested 5 or 6  
This request is for round trip; however, it is possible to have just the drop off in the morning, and the students' parents can pick up in the afternoon.  
Additional Comments \_\_\_\_\_  
PO Number \_\_\_\_\_

## 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

Reset

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# 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	<u>\$ 40.00</u>
Mileage Rate	<u>\$ 4.10</u>
Administrative Time	<u>0.75</u>
Trip Hours	<u>Either 2 hours - from 9:30 - 11:30 one way / or</u>
Round Trip Mileage	<u>73.6</u>

9:30 - 3:30 pm - round trip  
6 or 7 hours

### Estimated Cost

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

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