

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 Union Pointe Academy Date of Request 11/29/22
Organization Address 642 Mt. Zion Road Florence, KY 41042
Organization Phone Number (859) 538-3927
Contact Name Tracy Griffin Contact Cell Phone (859) 743-3572
Destination Name Newport Aquarium Date of Trip 1/26/23
Destination Phone # (800) 406-3474
Destination Address 1 Aquarium Way Newport, KY 41071
Destination Instructions _____
Loading Location IBD
Loading Time 8:50 am Departure Time 9:00 am
Loading Time at Event 12:30 pm Departure Time from Event 12:40 pm
Return Time 1:00 pm
Number of Passengers 23 Number of Buses requested 1
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

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	4.00
Round Trip Mileage	32.00

Estimated Cost

Time Charge	\$ 190.00
Mileage Fee	\$ 131.20
Per Bus Cost	\$ 321.20
# of Buses Requires	1
Total Estimated Cost	\$ 321.20