

## **ONE WAY drop off Only / ONE WAY return only / SPLIT TRIPS (drop off am/ pick up PM)**

### **One way only (either pick up or drop off)**

- Use CUSTOMER SPECIAL INSTRUCTIONS to state how the trip needs to work
  - example – “*this is a one way trip – pick up students at XXX school and return them to our school after event is over*”
- Daytime One way trips will be invoiced
  - Actual mileage
  - 2.5 hour minimum (2 hr min + ½ hr bus prep fee)
- Evening One way trips will be invoiced
  - Actual mileage
  - 5 hour minimum (4hr min + 1 hr bus prep fee)

### **split trip (1 bus drops off – leaves site – another bus picks up and returns)**

- Use CUSTOMER SPECIAL INSTRUCTIONS to state how the trip needs to work
  - example – “*one bus to take students to event at 8am, driver will NOT stay will bus, please send another bus at 7pm to pick up students at the event and return them to our school*”
- Trip clerks will use ONE field trip for both buses
- Split bus trips will be invoiced – (total 7.5 hours minimum)
  - mileage
  - 2.5 hour minimum (2 hr min + ½ hr bus prep fee) for morning
  - 5 hour minimum (4hr min +1 hour bus prep fee) for evening
- Split Truck trips will be invoiced – (total 6 hours minimum)
  - mileage
  - 2 hour minimum (2 hr) for morning
  - 4 hour minimum (4hr min) for evening

### **Multiple destinations – if you are planning to go to two places on your trip, then back to school**

- enter the name and address of the 2<sup>nd</sup> stop in the Customer or Destination special instructions.
- Multiple Destinations will be invoiced – miles/hours normally – see fee table