

BUSINESS - SCHOOL OPERATIONS

Out of Classroom Programs: Transportation Booking

The following procedure outlines the steps to be taken in obtaining a bus for out-of-classroom programs. It does not include the procedure for booking buses for Outdoor Education. Please call Durham Student Transportation Services (DSTS) to book Outdoor Education buses.

1.0 Before Chartering a Bus for Out of Class Programs

- 1.1 Ensure that the "Out of Classroom Program Form" in the Procedures & Guidelines for Out-of-Classroom Programs is completed for each destination complete with date and time of departure and arrival, and the number of students/staff to be transported. This is only applicable for Outdoor Education charters.
- 1.2 Charter the bus at least 2 weeks prior to the trip.

2.0 Chartering the Bus

- 2.1 Contact a bus company, on the Approved Carriers List, for price and availability information.
- 2.2 Check on the cost of the bus and note the price quoted.
- 2.3 Ensure that times given to the bus company are accurate and adhered to. Interference charges are levied when a trip leaves before 9:00 a.m. and arrives back after 2:30 p.m.
- 2.4 Access the on-line Transportation Booking System if you choose in order to confirm the booking, or to cancel the booking.

3.0 Payment for Trips

- 3.1 Excursion invoices will be sent directly by the bus operators to each individual school. Schools are responsible for payment in a timely fashion.
- 3.2 If the school cancels a trip at the door, the school will pay a reporting charge, which will be reported to the Board, by the bus operator-
- 3.3 For trips or excursions paid from fund raising or student contributions, the school will pay the bus operator directly.
- 3.4 For expenditures to be charged to the block budget, invoices signed and coded (with the account number) will be sent to the Accounting Department for payment.

4.0 Cancellation of the Charter

- 4.1 Schools must contact the carrier to cancel a charter at least 24 hours before planned trip.
- 4.2 Schools must contact the Board to cancel an outdoor education charter.

5.0 Approved Carriers

- 5.1 The operators listed below are approved as carriers for the Durham District School Board. Each operator has met the requirements set down by the Board regarding Liability Insurance and safety checks. Schools are encouraged to contact DSTS if there are issues of access regarding Special Needs students.

Operator:	Phone:
Coach Canada	705-748-6411/1-800-461-7661
Durhamway Bus Lines	905-433-1392/905-433-1395
First Student - Ajax	905-683-2350
First Student – Bowmanville	905-623-7682
First Student – Brooklin	905-655-8411/1-800-263-7987
Phoenix	905-697-0503
Scugog Transit	905-985-2323
Stock Transportation, Sunderland	705-357-3187/1-800-889-9491
Student Transportation of Canada	905-686-7800
De Nure Student Tours	1-855-268-6101
Century Transportation	905-666-2048

- 5.2 The above list will be revised in January of each year. Any other carrier that meets the Board requirements may be added to the list. DSTS is responsible for approving carriers. Only approved carriers may be chartered.

NOTE: Principals shall ensure that all other regulations outlined in the document Procedures & Guidelines for Out-of-Classroom Programs are followed.

Appendix:

None

Effective Date

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Amended/Reviewed

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