

INFORMATION ITEM

MEMORANDUM

February 8, 2006

TO: Regional Superintendents
Principals

FROM: Karen Soehnge, Chief Academic Officer
Academic Services

SUBJECT: **HISD BUS SERVICE, 2006 – 2007 FIELD TRIP RATES**

CONTACT: Phillip Smith, 713-676-9260

Due to rising fuel, labor, and related operational costs for HISD buses, the Transportation Services Department will be using the following rates for field trip services for HISD schools and departments effective August 14, 2006 for school year 2006 – 2007.

Service	Rate
Min. Trip Fee - Monday thru Friday – (4 hrs or less)	\$190/bus
Min. Trip Fee - Saturday – (5 hrs or less)	\$235/bus
Additional Hours over Minimums*	\$45/hour
Cancellation Fee**	\$25/bus
Trip Changes (one change allowed at no cost)	\$25/bus

- * Additional hours will be charged in increments of ½ hour.
- ** Cancellations received less than 48 hours prior to the scheduled departure cannot be ensured. If the driver shows to perform the trip, the campus will be subject to the normal minimum trip fee.

Please use these revised rates when making your budget plans for school year 2006 – 2007.

Handwritten signature of Karen Soehnge in cursive, followed by the initials "KS" in a small font.

KS/PS

c: Reginald Moore
Ricardo Rodríguez
Bonnie Russell