

FILE: EDDA-AP
Cf: EDDA

**CALCASIEU PARISH SCHOOLS
ADMINISTRATIVE PROCEDURES**

SUBJECT: SPECIAL TRIPS – SCHOOL

Revised: July 22, 2014

1. MAXIMUM FEE SCHEDULE FOR BUS DRIVERS – SPECIAL TRIPS

A. One Day Trip

Bus drivers shall be paid per the schedule below, subtracting two (2) hours per A.M and P.M route missed.

\$10.00	Per Hour Departure and Return
\$12.00	Minimum Show – Up Fee
\$32.00	Minimum Trip Fee

Meals provided per policy schedule- out of Parish Calcasieu Parish School Board trips only unless provided by eating establishment.

B. Certified Substitute Bus Drivers

\$10.00	Per Hour Departure and Return
\$12.00	Minimum Show – Up Fee
\$32.00	Minimum Trip Fee

Meals provided per policy schedule- out of Parish Calcasieu Parish School Board trips only unless provided by eating establishment.

C. Overnight Trips

Bus drivers shall be paid per the schedule below, subtracting two (2) hours per A.M and P.M route missed.

\$10.00	Per Hour Departure until Return
\$12.00	Minimum Show-Up Fee
	Lodging-Single occupancy room provided

Meals shall be provided per policy schedule or by the school on Calcasieu Parish School Board trips only unless provided by eating establishment.

D. Driver Selection Procedures and Criteria