

PARKS EXPRESS TRANSPORTATION

AN OUTREACH
PROGRAM OF
THE
East Bay 
Regional Park District

PO Box 5381, Oakland, CA 94605 ph. (510) 544-2205 - fax (510)639-4757 www.ebparks.org

vDec08

What is Parks Express?

Parks Express Transportation is an outreach program of the East Bay Regional Park District, providing low-cost transportation for low-income schools and groups serving children from low-income families, seniors or people with disabilities in Alameda and Contra Costa Counties to come to the East Bay Regional Parks.

Who is eligible?

Schools: At least 30% of the school's students must be on the current Free & Reduced Lunch Program, published on the California Department of Education's website. Call – we can check, or give you the website.

Non-profit Organizations and Government Agencies: 501-c3's and area municipalities which are serving groups of Alameda or Contra Costa children from low-income families, seniors, or people with disabilities are eligible to apply. With your application, include a signed statement on organization letterhead stating your how your organization is serving clients within our program definitions on this field trip. Non-profits: include proof of 501-c3 status and your non-profit tax ID number. Further information on your clients may be necessary.

When do we apply for 2009 transportation?

We are on a January through December "calendar year". Applications (and attachments, if necessary) are taken by mail or fax, beginning in December for the following year. Each teacher or group leader is allowed one trip per calendar year. With limited funding and availability of our contracting bus providers, we encourage you to apply early in the calendar year, even for fall trips. If you are waiting for a program date at a Visitor's Center, still send your transportation application early in the calendar year. (See "Coordinate Scheduling" info on page 2).

When will I know if we're scheduled for a bus?

After we receive your completed application, we will send a card letting you know we have received it. Incomplete forms will be returned. We do not own the busses – we contract with area providers. When we have confirmation for your trip with a bus company, we will send you a confirming letter and our invoice. This is usually 4-6 weeks after receipt of your application. If you need advance notice for your administration, please plan accordingly.

How much does a bus cost us? (This includes a bus parking fee waiver at the park!)

<u>Yellow bus: (40 passengers minimum)</u>	\$110
The largest capacity busses that <u>may</u> be available are 28 benches/no seatbelts. (Small kids = 3 per bench, larger kids/adults = 2 per bench) Newer busses have seatbelts. This affects capacity. The bus company will provide vehicles based on your stated passenger count.	
<u>Coach bus: (25 passenger minimum)</u> Available only to senior or adult-only trips.	\$110
<u>Lift Vans:</u> up to 4 wheelchairs plus up to 8 ambulatory passengers. (Limited Availability)	\$110

Trips can be scheduled M-F, 8:30-2:30 Sept.- mid-June, and 9am-6pm in the Summer, up to 7 hours maximum. No scheduling on Holidays or May 7, 28, September 16, October 1, 22 or 23, 2009.

Are there other fees?

The Parks Express fee of \$110 per bus covers your transportation and includes a parking fee waiver for the bus. Some parks have additional fees such as park entrance, reserved picnic sites, swimming or fishing fees. To request a reduction of these other fees: for trips to Black Diamond or Ardenwood, send to Rick Parmer, Chief of Interpretive & Recreation Services; for all other parks, send to John Escobar, Assistant General Manager, Operations. Same address as above. Or, call them for more info. Phone.: (888) 327-2757 (888-EB-PARKS)

Is this OK with my school district or organization?

Some districts and organizations have restrictions or even exclusive contracts regarding the services that you use. Contact your administration to verify your school or organization is allowed to use Parks Express and the transportation carriers we contract with.

Schools that have bus fleets prefer or even require that you use their services. We are usually able to subsidize busses or lift vans that you arrange through your school district bus fleet – Your cost is still just \$110 and includes bus parking fees! Call us to coordinate. Like with our other carriers, we need 4-6 weeks to process these requests.

Can we coordinate scheduling with other park programs?

Naturalist Educational Programs: You may request a Naturalist Program by sending a separate request to a Visitor's Center. Contact the Centers for more info on their programs, application procedures and deadlines.

If you are applying for Parks Express transportation AND a waiting for a date assignment for a Visitor's Center scheduled program, submit your transportation request to Parks Express early in the calendar year to ensure funds will be available for your bus. Check the box on the application form stating you are requesting a Visitor's Center program date. We will notify you by mail if your trip will receive our transportation subsidy. Then, when you receive your program date, call us to coordinate your transportation for that date and the correct times. Contact us as soon as possible; we need 4-6 weeks to process and confirm requests. Transportation is subject to the availability of our contracting bus companies. Generally, availability is more likely early in the week.

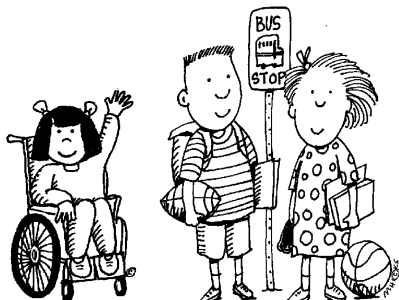
Swimming Reservations are made with our Reservations Department: (888) 327-2757, press #2. Reservations help ensure the park will have adequate Lifeguard coverage so your group can be allowed into the swim areas.

When do we pay?

We will notify you by mail when your transportation is confirmed. The letter will include an invoice (payable to the park district/Parks Express – NOT to the bus company). We accept checks, money orders and VISA/MasterCard. Exact amount cash can be brought to our office *with your invoice paperwork*. We can not accept PO's.

What if we need to change or cancel?

If you need to change the date, hours or destination of your trip, contact our office. After we schedule a trip, you may revise up to two times. Change requests are not accepted within 7 days of your scheduled trip. All change requests are subject to availability. Cancellations made at least 7 days prior to the trip may receive a refund. Your changes or cancellation due to weather follow same policies.



Need more info?

If you have questions about the Parks Express transportation program or would like an application form, please call our office at (510) 544-2205.

Please share this information with other teachers or group leaders!



PARKS EXPRESS TRANSPORTATION REQUEST



An Outreach Program of the East Bay Regional Park District

Mail to: PO BOX 5381, OAKLAND, CA 94605 or fax (510)639-4757; phone (510) 544-2205 www.ebparcs.org

See program information sheet for details.

Non-profits & municipal programs: attach required documents.

Incomplete application forms will be returned.

School or Organization Name: _____

Group type: *check at least one*

- | | | |
|---|--|--|
| <input type="checkbox"/> School. Your grade(s): _____ | <input type="checkbox"/> Older Adult or Senior Program | <input type="checkbox"/> Disabled Program. |
| <input type="checkbox"/> Preschool (pre-k) | <input type="checkbox"/> Child Care Program, Ages: _____ | <input type="checkbox"/> Youth, adult or senior? |
| | <input type="checkbox"/> Recreation Program, Ages: _____ | <input type="checkbox"/> Other: _____ |

Mailing Address: _____ City _____ ZIP _____

Teacher/Leader Name: _____

Work Phone (and ext. #): (_____) _____ x _____ Home or cell phone: (required) (_____) _____

Bus Pickup/Return Address: _____ City _____

(Include "Street", "Avenue", "Road", etc.)

Closest Cross Street: _____

(Include "Street", "Avenue", "Road", etc.)

Select ONE scheduling path for your transportation request:

Date not yet known: I am waiting for a Naturalist Program date confirmation from an Interpretive Center.
Which Location? _____ For a program in which month or semester? (required) _____
*Teachers/Leaders: Mail this NOW, then call us at the transportation office with the date as soon as your Naturalist Program date is confirmed.
See Info Sheet for more information.*

Specific Date Requested: 1st Choice date: _____ 2nd Choice date (if possible): _____
_____ We are not seeking Program coordination. _____ We already have a Naturalist Program confirmed for this date.

Non specific. Tell us your scheduling criteria, for example: "Any Tues. in July", etc.: _____

Trips can be scheduled Monday - Friday, between 8:30am and 2:30pm Sept.- mid-June, and 9am and 6pm in Summer (to a 7 hour maximum).

Pickup Time: _____ Return Time: _____ Regional Park Destination: _____

(required) **Swimming?** Our group may be swimming on this trip: yes no

Office use: Blue Card Date Sent _____

Passenger info:

- How many adults? (Must have at least 1:10 ratio of adult chaperones to children on the bus.) _____
- How many small children (preschool through grade 3)? _____
- How many larger children (grade 4 and older)? _____

Total number of passengers: _____

These figures include how many passengers in wheelchairs? _____

Entd?	DNK Batch	Co.	#	Eg?	Date recd:

