


# PARKS EXPRESS TRANSPORTATION SERVICES

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

vJan08

## 2008 Info

### 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 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 how this trip is serving clients within our program definitions and outreach areas. Non-profits: include proof of 501-c3 status and your non-profit tax ID number. Further information on your clients may be necessary.

*Parks Express 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.*

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

<b>Yellow bus: (40 passengers minimum)</b>	\$110
The bus companies that we contract with provide busses based on your stated passenger count. 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).	
<b>Coach bus: (25 passenger minimum)</b> Available only to senior or adult-only trips.	\$110
<b>Vans:</b> up to 4 wheelchairs plus up to 8 ambulatory passengers. (Limited Availability)	\$110

### Are there other fees?

The Parks Express fee of \$110 per bus is regarding only your transportation and includes a waiver of bus parking fee. The park you are visiting may have other park fees such as entrance fees, site reservation fee, pool or beach access fees, fishing and/or boating fees. Your group is responsible for these fees. If your group serves disabled, elderly, or low-income youth populations, you may request a park fee reduction by sending a written request on your organization letterhead at least 14 days prior to your trip. For trips to Black Diamond Mines or Ardenwood Farm, send request to Rick Parmer, Chief of Interpretive & Recreation Services. For all other parks, send to John Escobar, Assistant General Manager, Operations. Same address as above. Ph.: (888) 327-2757 (888-EB-PARKS)

### When do we apply for 2008 transportation services?

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. Transportation requests are processed as received. We will notify you of the status of your request by mail, usually 4-6 weeks after receipt. 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).

**Continued on page 2 ⇨**

## 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.

Most school districts that have bus fleets prefer (or even require) that you use transportation through their services. We are usually able to subsidize school bus or wheelchair bus services that you arrange through your school district bus fleet – Your cost is still just \$110 and includes the bus parking fee waiver! Call us to coordinate.

## Can we coordinate scheduling with other park programs?

### Visitor's Centers' Naturalist Educational Programs:

You may request a park district Naturalist Program by mailing a separate request to a Visitor's Center by their deadline schedule. Contact the Centers for more info on their programs and application procedures.

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 are contacted by the Visitor's Center and receive your program date, call us to coordinate your transportation for that date and the correct times. Contact us as soon as possible; transportation is subject to the availability of our contracting bus companies. Generally, availability is more likely early in the week.

### Swimming Reservations:

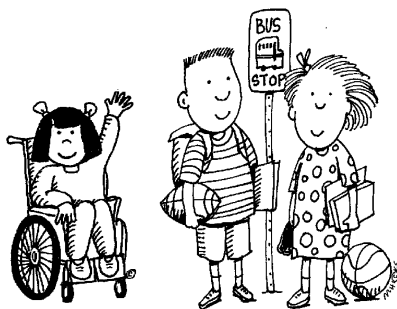
Swimming reservations are made with our Reservations Department: (888) 327-2757, option#2. Reservations help ensure the park will have adequate Lifeguard coverage so your group can be allowed into the swim areas.

## When do we pay?

We will notify you by mail when your transportation is confirmed. The letter will include an Invoice portion, with the due date (payable to Parks Express/EBRPD – NOT to the bus company). We accept personal or business checks, money orders and VISA/MasterCard. Exact amount cash can be brought to our office *with your invoice paperwork*.

## 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 bus 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.  
Incomplete application forms will be returned.

Non-profits & municipal programs: attach required documents.

School or Organization Name: \_\_\_\_\_

Group type: *check at least one*

- School, Grade(s): \_\_\_\_\_
- Preschool (pre-k)
- Older Adult or Senior Program
- Child Care Program, Ages: \_\_\_\_\_
- Recreation Program, Ages: \_\_\_\_\_
- Disabled Program.
- Youth, adult or senior?
- 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.*

Specific Date Requested: 1<sup>st</sup> Choice date: \_\_\_\_\_ 2<sup>nd</sup> 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 during school months, and 8am 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

Total number of passengers: \_\_\_\_\_ This includes 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)? \_\_\_\_\_

These figures include how many total passengers in wheelchairs? \_\_\_\_\_

For office use: Swim Blue Card Date \_\_\_\_\_ to Resv. \_\_\_\_\_

DNK: Entry		Co.	#	Eg?	Date recd: