

San Francisco Unified School District  
Transportation Department  
1000 Selby Street  
San Francisco, California 94124  
Field Trip Desk #: (415) 695-5600 Fax #: (415) 695-5759

## Free Bus Form Procedures

1. Fill out the Free Bus Order Form. **(This is for San Francisco Field Trips only and the bus company will be First Student!)**
2. Fax or Mail the form into the Transportation Department. **Please call to make sure that your form was received.** The numbers are listed above.
3. All field trip **requests must be received at least three (3) weeks in advance.** No same day or next day trips will be granted. **(NO EXCEPTIONS!)**
4. **All changes/cancellations must be made in writing. (NO EXCEPTIONS!)**
5. **All Free Bus field trips have to be within the San Francisco City limits.**
  - a) The time will start after First Student's morning drop time ends, at approximately 9:45 ~ 9:55 a.m. with a return time from the destination at 12:45 - 1:00 p.m. **(the group must be dropped off by 1:15 p.m.)**
  - b) All trips are 2 x one ways.
  - c) There are No free buses for city tours.
  - d) The bus can not stay with the group.
  - e) **The school will have to pay for any in-between and extended times.**
  - f) **All trips must have at least two (2) classes. (NO EXCEPTIONS!)**
6. **If the date is not available, you will be notified by fax.** Confirmation letter will be sent out in the district mail. **If you not do get a confirmation letter, please call field trip desk at 695-5600.** There are No Free Buses available neither during Parent / Teacher Conference Week nor during Shorten Weeks due to Holidays. **NO EXCEPTIONS!**
7. **Please make copies of the Free Bus Order Form to pass out to your staff.**
8. **All forms must have the Principal's or Administrators signature. (NO EXCEPTIONS).**
9. For any and all questions please contact Field Trip Coordinators, **Sonya Reddick or Teresa Chan at (415) 695-5600 or (415) 695-5505.**

**Please Post the Procedures and give a copy to each Teacher so that they can follow these Instructions.**