

# 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

Info Sheet & Application Form also at: [www.ebparks.org](http://www.ebparks.org) (under Activities - Educator Resources - Field Trips).

vJan10

## What is Parks Express?

Parks Express Transportation is an outreach program of the East Bay Regional Park District, providing low-cost transportation to East Bay Regional Parks (see list on website). We serve low-income schools, groups serving children from low-income families, seniors, and people with disabilities in Alameda and Contra Costa Counties.

## 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. You can visit their website or we can check for you.

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 how your organization qualifies for our program. Non-profits: Please 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 2010 transportation?

We need at least 6-8 weeks prior to your trip date to receive your application, process your request through the bus companies, issue you an invoice, receive your payment, and notify park staff for parking fee waivers.

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 year. With limited annual funding and limited availability of our 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 Center, still send your transportation application early in the calendar year. (See "Coordinate Scheduling" info on page 2).

## How much does a bus cost us? (This includes a Bus Parking fee waiver at the park - \$25 value!)

<u>Yellow bus: (40 passengers minimum)</u>	\$110
The largest capacity bus that <u>may</u> be available is 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: Available only to senior or adult-only trips. (25 passenger minimum)</u>	\$110
<u>Lift Vans: up to 4 wheelchairs plus up to 8 ambulatory passengers. (Limited Availability)</u>	\$110

Trips can be scheduled M-F, 8:30-2:30 Sept. - June, and 9am-6pm July-Aug., up to 7 hours max. No Holidays.

## When do we pay?

We will notify you by mail when your transportation is scheduled. The letter will include an invoice due (payable to the Park District/Parks Express – *NOT to the bus company or the park*). We accept checks, money orders and VISA/MasterCard. Exact amount cash can be brought to our office *with your invoice paperwork*. (Our location: 2950 Peralta Oaks Court, Oakland). We cannot accept PO's. Unpaid trips will be cancelled.

## Are there other fees?

The Parks Express fee of \$110 per bus covers your transportation and includes a parking fee waiver for the bus. Additional vehicles accompanying the bus will pay parking. Some parks have additional fees such as park entrance, reserved picnic site, swimming or fishing fees. To request a reduction of these other fees for trips to Black Diamond Mines or Ardenwood Historic Farm, send letter to Rick Parmer, Chief of Interpretation & Recreation Services. For all other East Bay Regional Parks, send to John Escobar, Assistant General Manager, Operations. PO Box 5381, Oakland, CA 94605. 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 that your school or organization is allowed to use 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 will still be just \$110 each and still includes bus parking fees! Call us to coordinate. As with our other carriers, we need 6-8 weeks to process requests.*

## Can we coordinate scheduling with other park programs?

Program coordination is not required for transportation. We welcome you for self-guided park experiences too!

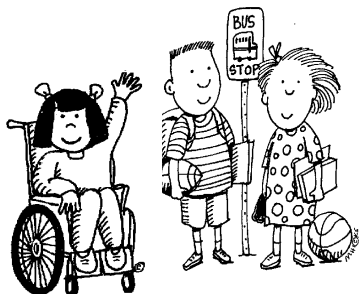
If you would like to coordinate a Naturalist Educational Program: You may request a Naturalist Program by sending a separate request to a Visitor Center. Contact the Centers for more info on their programs, application procedures and deadlines. (See website for a complete list of all parks and visitor centers)

If you are applying for Parks Express transportation AND are waiting for a date assignment for a Visitor 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 Center program date. We will notify you by mail if your trip will receive our transportation funding. Then, when you receive your program date, call us to coordinate your transportation for that assigned date and the correct times. Contact us as soon as possible; we need 6-8 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.

## 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 only twice. Change requests are not accepted within one week of your scheduled date. All change requests are subject to availability. Cancellations made at least one week 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 us at (510) 544-2205.

**Please share this information with other teachers or group leaders!**

All information subject to change or revision



# 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

Info Sheet & Application Form also at: [www.ebparks.org](http://www.ebparks.org) (under Activities - Educator Resources - Field Trips).

vJan10

See program information sheet for details.

**Incomplete application forms will be returned.**

Non-profits & municipal programs: attach required documents.

All program info may be subject to change or revision.

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

Group type: *check at least one*

- School. Your 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.)

East Bay Regional Park or Visitor Center Destination: \_\_\_\_\_

**Select  only ONE for your transportation request:**

- Date not yet known: I am waiting for a Naturalist Program date confirmation from an Interpretive Center.  
Which Location? \_\_\_\_\_ In which month or semester (Spring, Summer or Fall)? (required) \_\_\_\_\_  
*Teachers: Mail this NOW, then call us at the transportation office with your date & times as soon as your Naturalist Program date is received.  
See Info Sheet for more information.*

- Bus Date Requested: 1<sup>st</sup> Choice date: \_\_\_\_\_ 2<sup>nd</sup> Choice date (if possible): \_\_\_\_\_  
\_\_\_\_\_ We are not coordinating a Program. \_\_\_\_\_ We already have a Program confirmed for this date.

**Trips can be scheduled Monday – Friday: Sept. – June between 8:30am and 2:30pm; July & Aug. between 9am and 6pm, up to 7 hrs max.**

Pickup Time at your school/center: \_\_\_\_\_ Final Drop-off Time back at your school/center: \_\_\_\_\_

(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? \_\_\_\_\_

Ent.	Card sent?		Co.	#	Eg?	Date recd <u>complete</u> :
------	------------	--	-----	---	-----	-----------------------------