

# Parks Express

A transportation outreach program  
of the East Bay Regional Park District



## Information/Contacts

### Parks and Visitor Centers

The East Bay Regional Park District operates 65 parks in Alameda and Contra Costa counties. For a complete list of Regional Parks, Visitor Centers, and swim, picnic, and other recreation facilities, visit our Web site at [www.ebparcs.org](http://www.ebparcs.org).

### Changes and Cancellations

If you need to change the date, hours, or destination of your trip, contact our office. 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. The same policies apply to changes or cancellation requests due to weather.

## About Parks Express

### 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. We serve low-income schools, groups serving children from low-income families, seniors, and people with disabilities in Alameda and Contra Costa counties.

- **Bus Fee:** \$110 per bus.
- **Additional Fees:** Additional vehicles accompanying the bus will pay parking fees (typically \$5/car). Other fees may include park entrance, picnic site reservation, swimming, or fishing fees. You can request fee reductions through the appropriate Regional Park staff. (See "How to Apply," #3.)
- **Only one scheduled bus trip in the January through December calendar year** is allowed per coordinator.
- **Bus Availability**  

Monday through Friday	8:30 a.m. to 2:30 p.m.	September through June
	9 a.m. to 6 p.m.	July and August

*(Up to seven hours maximum.) No service on holidays.*

### Information/Contacts

If you have questions about the Parks Express transportation program or would like an additional application form, please contact EBRPD Parks Express. Please share this information with other teachers or group leaders!

- Parks Express/Application Form.....510-544-2205
- Web site/Application Form.....[www.ebparcs.org](http://www.ebparcs.org)  
*(In search field, type "Parks Express".)*
- EBRPD General Information/Park Maps/  
Free Park Brochures ..... 1-888-EBPARKS
- Camping & Picnic Reservations ..... 1-888-EBPARKS
- Naturalist & Recreation Programs ..... 1-888-EBPARKS
- TDD.....510-633-0460

## How to Apply

### How to Apply

Apply early! We begin accepting applications in December for the following calendar year. Apply a minimum of six to eight weeks before your trip.

### Steps to Take:

1. Complete the application in full (*incomplete applications will be returned*). Submit it to:

**Mail: East Bay Regional Park District  
Parks Express**  
P.O. Box 5381  
Oakland, CA 94605  
or

**Fax:** (510) 639-4757

2. Contact an EBRPD Visitor Center if you wish to schedule a Naturalist Educational Program along with transportation.

Web site.....[www.ebparcs.org](http://www.ebparcs.org)  
Naturalist Programs..... 1-888-EBPARKS  
TDD..... 510-633-0460

3. Contact the appropriate EBRPD staff if you wish to request fee reductions for additional costs incurred, such as swim fees, reserving a picnic site, etc. Send a letter to John Escobar, Assistant General Manager, Operations. Address is below.

To request reduced park entrance fees for Black Diamond Mines or Ardenwood Historic Farm, send a letter to Rick Parmer, Chief of Interpretation and Recreation Services:

East Bay Regional Park District  
c/o John Escobar or Rick Parmer  
P.O. Box 5381  
Oakland, CA 94605

4. You will receive a tentative reservation of your scheduled bus by mail. To confirm, your payment is required by the due date.

*All Information may be subject to change or revision.*

## Payments

### Payments

You will receive a bus reservation letter in the mail. This reservation is tentative until we receive your payment by the due date as outlined in your letter.

We accept checks, money orders, and Visa/MasterCard. **The exact cash amount can be brought to our office with your notification letter.** We cannot accept purchase orders. Unpaid trips will be cancelled.

#### **Payment by Mail** (Check, Money Order, Visa/MasterCard)

East Bay Regional Park District  
c/o Parks Express  
P.O. Box 5381  
Oakland, CA 94605

#### **Payment by Telephone** (Visa or MasterCard) 510-544-2205

#### **Payment Delivered in Person** (Cash, Exact Amount)

East Bay Regional Park District Headquarters  
2950 Peralta Oaks Court  
Oakland, CA 94605

## Vehicles

### Vehicles

#### **Vehicle Fee**

All vehicles are charged the same fee – \$110 per vehicle.

#### **Yellow Bus**

Minimum 40 passengers. On most buses the maximum can be up to 56 passengers grade 4 and older. Grades pre-K through 3 may be able to sit three across each bench for a maximum of 72 children accompanied by eight adults. The bus company will provide vehicles based on your stated passenger count.

#### **Coach Bus**

Minimum: 25 passengers  
Maximum: 46 passengers  
Available for senior or adult-only trips.

#### **Lift Vans**

Up to four wheelchairs, plus up to eight ambulatory passengers. (Limited availability)

## Eligibility

### Eligibility

**Schools:** At least 50% of the school's students must be on the current *Free and Reduced Lunch Program* list, published on the California Department of Education's Web site. You may visit their Web site, or ask us to check for you.

**Non-profit Organizations and Government Agencies:** 501(c)(3) status non-profit organizations and area municipalities that serve groups of Alameda or Contra Costa children from low-income families, seniors, or people with disabilities are eligible to apply. Include a signed statement on organization letterhead stating how your organization qualifies for the program. Non-profits: please include proof of 501(c)(3) status and your non-profit tax ID number. We may request additional information on your clients to determine eligibility.



## Scheduling Educational and Recreation Programs

### Program Scheduling

If you would like to coordinate a Naturalist Educational Program, contact the Visitor Center directly for more information on programs offered, application procedures, and deadlines. The Visitor Centers are listed on our Web site: [www.ebparks.org](http://www.ebparks.org).

Submit your Parks Express transportation application in the meantime, and check the box on the application stating you are waiting for a date for a Visitor Center program. We will notify you if our funding will be available for your trip. Once you receive confirmation from the Visitor Center, call us to begin coordinating your transportation.

For swimming or picnic site reservations, contact our Reservations Department: 1-888-EBPARKS (1-888-327-2757), press #2. Swim Reservations ensure that the park will have adequate lifeguard coverage so your group will be allowed in the swim area.

All transportation is subject to the availability of our contracting bus companies. Generally, availability is more likely early in the week.

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

### 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. Please verify with your administrators that your school or organization is allowed to use our contracted transportation carriers. We are usually able to subsidize buses or lift vans from your school district's bus fleet at our usual cost to you. Call us to coordinate.

# Parks Express Application Form

## Your School or Organization

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Teacher/Leader Name: \_\_\_\_\_

Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ ext. # \_\_\_\_\_

Home or Cell Phone (Required):  
( \_\_\_\_\_ ) \_\_\_\_\_

## Group Type (Check at least one)

- Preschool (pre-k)
- School ..... Your grade(s): \_\_\_\_\_
- Older Adult or Senior Program
- Child Care Program ..... Ages: \_\_\_\_\_
- Recreation Program ..... Ages: \_\_\_\_\_
- Disabled Program:    Youth    Adult    Senior
- Other: \_\_\_\_\_

## Bus Pickup and Return Address

Address: \_\_\_\_\_

City: \_\_\_\_\_

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

Closest Cross Street: \_\_\_\_\_

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

## Destination

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

## Transportation Request

*(Select only ONE of the two choices)*

1.  **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 and times as soon as you receive your Naturalist Program date.

or...

2.  **Bus Date Request**

1<sup>st</sup> choice date: \_\_\_\_\_

2<sup>nd</sup> choice date: \_\_\_\_\_

- We are not coordinating a Program.
- We already have a Program confirmed for this date.

## Trips Scheduling/Bus Availability

Monday through Friday:

8:30 a.m. to 2:30 p.m. .... September through June

9 a.m. to 6 p.m. .... July and August

*(Up to seven hours maximum.) No service on holidays.*

## Bus Pickup and Return Times

Pickup time at your school/center: \_\_\_\_\_

Drop-off time at your school/center: \_\_\_\_\_

## Swimming

Our group may be swimming on this trip:

- Yes       No

## Passenger information

• 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? .....

*Incomplete application forms will be returned.*

*Non-profits and municipal programs must attach required documents.*

*All program information may be subject to change or revision.*



**East Bay Regional Park District**

2950 Peralta Oaks Court

P.O. Box 5381

Oakland, CA 94605

Office Use Only						Rev.: 1-1-11
Ent.	Send card?		Co.	#	Eg?	Date rec'd complete
	Date sent:					