

SAN DIEGO CITY SCHOOLS

Date: December 16, 2005

To: Site Administrators

Subject: REQUEST FOR FIELD TRIP BUSES FOR
STUDENTS REQUIRING USE OF A WHEELCHAIR

**Department and/or
Persons Concerned:** Site Administrators, Physically Handicapped (PH) Itinerant Staff

Due Date: None

Reference: None

Action Requested: Submit Field Trip Order/Report Form (T-Form) as necessary.

Brief Explanation:

The district 504/ADA committee has worked out a process for assisting **regular education** classes that need to have a field trip bus equipped with a lift for students requiring use of a wheelchair.

A limited amount of funds have been set aside to help defray the extra cost of a bus with a lift.

An in-district trip with a lift-equipped bus costs \$100 when booked **six weeks** in advance and used between the hours of 9 a.m. and 1 p.m. The 504/ADA Office will only pay \$60 per trip. The remaining \$40 cost will be the site responsibility.

A request for a lift-equipped bus should be processed at least **six weeks** prior to the planned trip. Remember that the request can be called in to the Transportation Department before the Field Trip Order/Report Form (T-Form) is sent.

Submit T-Form to: 504 Office
2351 Cardinal Lane, Annex B

A budget number will be entered and the pink, green, and goldenrod copies of the T-Form will be sent to the Transportation Department immediately. The white, blue, and yellow copies of the T-Form will be returned to the site.

The purpose of this limited supplementary funding is to allow students who require use of a wheelchair the opportunity to have access to a field trip with regular education students. Please call Linda Rubin at (858) 496-8031 if additional information is needed.

Shirley Culver
Program Manager
Mental Health Resource Center

APPROVED:



Geno Flores
Deputy Superintendent

SC:ldr

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