



## **School/Student Bus Trip Guidelines**

DART First State School Education Program on public transportation is available to certified public, parochial and private schools in Delaware, 4<sup>th</sup> Grade through College, as well as recognized youth clubs and educational facilities. Each class or group may apply for such a trip once during each school or calendar year.

**For 4<sup>th</sup> Grade and Above Only:** The bus trip provides students with the opportunity to ride a regularly scheduled DART bus on an organized class trip coordinated with DART First State. The trip times would be during the off peak hours of operation,\* with a maximum of 25 riders per trip on our standard buses and 15 riders on our trolleys in New Castle County, 15 riders in Kent County or Sussex County. One adult is required for every 6 students. DART will make every effort to provide Daily Passes for all participants. If for any reason Daily Passes can not be made available, we suggest the use DARTCards to help offset expenses.

**For 3<sup>rd</sup> Grade and Below:** We can arrange for a representative of DART to visit the school, club or other facility to talk to the children about transit and to answer their questions. Informative and entertaining handout materials are provided to each child.

### **The School/Transit Education Program Operates under the Following Conditions**

A written request on school/organization letterhead must be sent by mail or fax **at least ten days to two weeks** prior to the date of the requested trip. The trip request must include the following information: purpose of trip, date and time, number of children, grade, and number of chaperones.

All requests must be coordinated and approved by DART First State Marketing and Operations Sections. Bus trips will be scheduled during off-peak hours, Monday through Friday only. All requests for trips should be directed to DART First State, Marketing Section, 119 Lower Beech St., Wilmington, DE 19805-4440, or faxed to (302) 577-8040 – Attention Marketing. The trip will be scheduled by DART First State Marketing Section according to the above guidelines. A letter, fax or e-mail confirming the details of the trip will be sent by Marketing to the school teacher and to DART First State Operations Section.

\* Off peak hours of operation are between 9:15 a.m. and 3:00 p.m.

**DART's School/Student Bus Trip Program is designed to introduce young people to the benefits of riding public transit.**

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