



NEW YORK CITY
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT
SERVING NEW YORK CITY YOUTH, FAMILIES, AND COMMUNITIES

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BUS TRANSPORTATION PROGRAM GUIDELINES

The Department of Youth and Community Development (DYCD) provides free bus transportation year-round to youth service organizations so they may organize trips for the City's young people to participate in cultural, recreational, and educational activities. The majority of these trips are during the summer months. **Organizations currently not funded by DYCD qualify for the Program.** To accommodate as many youth service organizations as possible, **each organization is limited to one trip and one bus per fiscal year (July 1 through June 30).**

To effectively coordinate the program, DYCD requests that all organizations follow the instructions outlined in these Guidelines. Failure to follow these Guidelines may jeopardize the trip planned. We **strongly recommend** that you read the entire Guidelines, as they have been revised.

REQUESTING A BUS

1. All organizations must submit a completed bus application through their local Community Board (CB). **All applications must be reviewed and signed by the CB representative.** CBs can not authorize more than one bus per organization per fiscal year.
2. Applications must identify the name, mailing and email addresses, phone and fax numbers of the organization, the EIN#, a primary and an alternate contact person with a cell phone number. The contacts identified must be aware of the trip. Reservation confirmations and follow-ups will be directed to the contact person listed, via email, fax, and/or phone.
3. The bus request application must be completed in its entirety, and all entries must be printed clearly. Incomplete applications will not be accepted and may result in a delay processing the application. Please carefully review your applications prior to submission and keep a copy for your records.
4. Each bus request is scheduled on a first come, first served basis. The peak season for bus reservations is July 1 through September 30. **Organizations are advised to submit an application six weeks prior to the date of the trip during peak season.**
5. **Applications received by DYCD less than two weeks of the day of the trip may not be accepted.** Applicants are encouraged to work with their CB to ensure timely submission of the application to the DYCD Office of External Relations.

RESERVATION CONFIRMATION

1. DYCD will **only** review and process applications received from the CB. **Bus reservations are not in effect until approved and confirmed by DYCD Office of External Relations.**
2. All trip reservations are contingent upon the availability of the bus company. In case of unavailability, reservations will be requested for the alternate trip date. Every effort will be made to provide timely notice to the applicant.
3. Applications approved by DYCD will be scheduled and confirmations will be sent to the organization and applicable CB. The DYCD Office of External Relations will reconfirm with the applicant at least one (1) business day prior to the trip date. If, for any reason, the trip cannot be confirmed with the organization, within 24 hours of the trip date, DYCD **reserves the right to cancel** the trip.

TRIP TIMES AND DESTINATIONS

1. The departure time and point of pickup must be specifically indicated on the application.
2. Buses can be scheduled only between the hours of 8:00 A.M. and 8:00 P.M.
3. Each trip is classified according to three durations: five, eight, or twelve hour trip. These time frames include the travel time to and from the destination of the trip. Any deviation from the hours previously arranged **must be cleared** with DYCD at least three (3) business days in advance. Failure to do so will result in forfeiture of the trip and the applicant will be responsible for any expenses already incurred (e.g., Park admission fees, parking fees, event tickets, etc.).
4. Trips shall not exceed the following allowed mileages:
 - a. For 5 and 8 hour trips: 100 miles roundtrip (50 miles to the destination and 50 miles returning)
 - b. For 12 hour trips: 200 miles roundtrip (100 miles to the destination and 100 miles returning)
 - c. All trips are limited to a maximum 12 hours from initial pickup to final drop-off.
5. Because of mileage and time limitations, trips cannot be scheduled to the following parks: Sesame Place, Hershey Park, Great Adventure, Wading River or Wildwood State Park.
6. Trips that require more than two hours of travel time one way are prohibited.

RESCHEDULES, LATENESSES AND CANCELLATIONS

1. After a trip has been confirmed, **cancellations or requests for change of date or destination must be made in writing to the DYCD Office of External Relations as soon as possible, but no later than five (5) business days of the scheduled trip.** DYCD cannot guarantee a bus will be available on the new date. The change in destination is not approved, unless confirmed by the DYCD Office of External Relations.
2. **Organizations must be ready for boarding and departure by the scheduled trip start time.**
3. Failure to provide early notification or cancelling the bus on the trip date will preclude the applicant from rescheduling the trip and prohibits the organization from applying for a bus in the future.
4. **THE ORGANIZATION WILL BE HELD FINANCIALLY RESPONSIBLE FOR ANY CANCELLATION FEES INCURRED, WHEN A CONFIRMED SCHEDULED TRIP IS CANCELLED UNDER 24 HOURS. CANCELLATIONS UNDER 24 HOURS OR AFTER THE TIME OF THE SCHEDULED TRIP MAY BE SUBJECT TO A CANCELLATION FEE OF FORTY-FIVE DOLLARS (\$45.00), PLUS ONE HOUR OF THE RATE FOR THE BUS COST. THE FEE RANGES FROM \$88.25 TO \$102.00.**
5. DYCD will not be responsible, under any circumstance, for any costs incurred by the organization as a result of such cancellation.

ALTERNATE DESTINATIONS

1. **Scheduled trips cannot be cancelled or rescheduled due to inclement weather or event cancellation.** Please select an alternate destination.
2. Alternate destinations must be within a 50 mile radius (100 miles round trip) and included on the application.
3. The organization must notify the DYCD Office of External Relations five (5) business days in advance of the change in alternate destination.

INSTRUCTIONS FOR ADULT BUS SUPERVISORS

1. All buses are yellow school buses.
2. The maximum capacity per bus is **45** passengers, the majority must be children. All passengers must use seat belts if available.
3. **Children must be at least 5 years of age. There are no exceptions to this rule.** The bus driver/vendor is required to refuse to take the trip if the children are under age 5.
4. The organization is responsible for providing adequate supervision for the children at all times.
5. The organization must provide one (1) Adult Supervisor (over 21 years of age) per trip.
6. There must be one (1) Group Leader for every ten (10) children. No Group Leader can be under 18 years of age.
7. When the bus arrives for the initial pickup, the Adult Supervisor should note on the **Trip Confirmation form:**
 - a. the name of the bus driver and bus number,
 - b. the time the bus arrived to pick up the group,
 - c. the number of miles on the bus odometer at the start of the trip, and
 - d. the time the bus departed from the pickup location.
8. Upon arrival at the trip site, the Adult Supervisor must select a central point where he/she will be available in case of an accident or other emergency.
9. The bus driver will park in a designated area and the Adult Bus Supervisor will note the location. The bus is NOT to leave the immediate vicinity of the group without the express authorization of the Adult Supervisor.
10. At the end of the trip, the Adult Supervisor should note on the **Trip Confirmation form:**
 - a. the time the bus departed the trip site,
 - b. the time the bus arrived at the final drop-off location, and
 - c. the number of miles on the bus odometer at the end of the trip.
11. The Trip Confirmation form must be signed by both the Adult Supervisor and the Bus Driver and return via mail or fax to the DYCD Office of External Relations, within five (5) business days of the trip.
12. The organization is responsible for cleaning the interior of the bus at the end of the trip.

TOLLS AND FEES

1. The organization is absolutely **prohibited from charging any fees** to anyone for use of the bus.
2. The trip may be to a destination which has admission fees, and the youth or the organization are responsible for paying those fees.
3. **The organization is responsible for overtime costs, tolls, parking permits and any other park-related fee(s).**
4. Applications for parking permits to State Parks are necessary and should be acquired directly from the Park. Completed applications should be returned to the Park Commission. **Park permits should be secured well enough in advance to prevent last minute changes to destinations due to lack of a park permit.**

Thank you for your cooperation and have an enjoyable outing!