

Green Village Initiative Standard Operating Procedure



Buses: Brief and How to

Brief:

Field trips in the Youth Leadership Program offer opportunities for youth to experience different spaces associated with GVI's mission. We provide buses for these field trips to make the outing accessible and reliable for youth.

How To:

Request buses with We Transport

- Print and complete a bus reservation form.
 - **Blank Document:**
 -  WE Transport Reservation Form 9.29.15.pdf
 - **Example Document:**
 -  School Bus Reservation Example.pdf
- Send completed reservation form to We Transport via fax or email.
 - **We Transport Fax #:** (203) 883-8082
 - **We Transport Email:** andrewi@wetransport.com
- Receive a confirmation fax or email.
- Call We Transport 24 hours after receiving confirmation to make the payment and ask for a copy of the receipt .
 - **We Transport Phone #:** (203) 883-8081
- Call We Transport 24-48 hours before the field trip to confirm pick up, drop off, locations and times.

Pay for busses

- Ask host if they can donate for bus payment
- If not, pay for invoice with GVI credit card information
- Print invoice and fill out to be left with the Executive Director.

Tips:

- Always mention the Non Profit Discount.
 - We are quoted by them at \$90 a bus flat rate. If they have any questions, tell them that Andrew Ifill gave us that quote.
- There is a limit of 30 students per bus. Larger groups will require multiple buses.