

Connect Kids to Parks Field Trip Grant Program

Estimating Eligible Costs for Transportation when Owned or Existing Contract

	Contracted Resource (existing and current contract)	Owned Resource
Example of circumstance	<p>A school holds a contract with a private company for transportation services that will be used for multiple trips that occur over time. That contract covers costs associated with the use of the vehicle, fuel and driver. The contract establishes fees on a per vehicle per trip basis, regardless of mileage. Considering the number of vehicles that will be used for the single field trip, the school will indicate their actual costs for the trip as described in the contract on the Connect Kids to Parks Field Trip Grant Program application.</p>	<p>A school owns fleet vehicles and covers all personnel and non-personnel costs associated with operating the fleet. The school has calculated the “Cost per Mile” (CPM) that considers the various cost categories including: vehicle depreciation, insurance, fuel, maintenance and repairs, administrative costs, and training costs. The school’s CPM is \$2.50. The school calculates the field trip mileage, including departure from the bus garage, pick up of field trip participants, round trip travel to the eligible field trip location, and return to the bus garage to be 100 miles. Additionally, the school incurs costs related to the hourly wages for the driver (\$40/hour) and bus aide (\$20/hour). The driver and bus aide each worked 10 hours related to the field trip. When estimating the transportation costs on the Connect Kids to Parks Field Trip Grant Program application, the school indicated the estimated cost of transportation to be \$850 (Breakdown: \$250 (CPM) + \$400 (driver’s wage) + \$200(bus aide’s wage).)</p>
Determining Estimated Cost	<p>The Applicant should identify the goods and services that are covered by the terms of the existing contract that will be needed for the field trip, which may include: driver wage, fuel, vehicle use, adaptive equipment, etc.</p>	<p>Applicant should determine the Cost per Mile as applied by NYSED: Cost per Mile Formula. In calculating the mileage for transportation costs when the resource is owned by the Applicant, it should include travel from vehicle storage/garage, round trip travel to/from the participant point of pick up/drop off and the eligible field trip location, and return to the vehicle storage/garage.</p>
	<p>Once the needed goods and services for the field trip are identified, the Applicant should determine the specific proposed transportation costs for all contracted items as it relates to the field trip.</p>	<p>Applicant should determine the personnel costs related to the field trip for the driver(s) and/or bus aide(s); who are directly associated with transportation services. (Personnel/staff who are instructional, medical, or other administrative, etc. are not eligible costs).</p>

	<p>The total proposed transportation costs are what should be entered as the contracted cost for all of the travel described in the application. Tolls and parking fees are also eligible.</p>	<p>The total mileage and transportation personnel costs should be entered as the estimated standard cost for transportation. Tolls and parking fees are also eligible.</p>
<p>Acceptable Proof of Payment</p>	<p>Itemized purchase order to or invoice from the transportation company that specifies the costs related to transportation for the field trip. Document must be dated, include the name and address of the company and the customer (i.e., grant recipient).</p>	<p>Dated memorandum on official letterhead, signed by an officially authorized signatory (e.g., business manager), indicating the estimated costs related to transportation for the field trip, including: (1) the current cost per mile, (2) date when cost per mile was calculated, (3) a listing of transportation associated titles (i.e., drivers and bus aides) and associated personnel costs as hourly rates.</p>