

# K-12 School Transportation Assistance

The Saint Louis Zoo's Education Department provides a limited amount of transportation assistance to qualifying schools, based upon need and availability of funds. Request for transportation assistance can be made after the education experience dates are confirmed by the Zoo and applications must be received no later than one month prior to the scheduled date.

## **ELIGIBILITY:**

- Transportation assistance funds will only be provided to schools participating in a Zoo-led educational experience (program and/or tour). Funds are not provided for self-guided/teacher-led visits, nor for tours *not* booked or conducted by the Education Department (e.g. - behind-the-scenes tours). You must book your Education experiences first, in order to apply for transportation assistance.
- Schools must be a Title 1 school, or schools with a minimum of 50% of the student population receiving free or reduced-price lunches to be considered eligible for transportation assistance. Schools may be asked to provide supporting documentation.
- Only K-12 schools are eligible for assistance; other organizations such as churches, YMCAs, scout groups, etc. are not eligible.

## **TERMS:**

- Transportation fund assistance is offered on a first-come, first-served basis.
- All requests for transportation assistance must be pre-approved, a minimum of one month prior to the visit date, by the Saint Louis Zoo.
- All requests for transportation assistance must be received no later than one month prior to the scheduled visit, but preferably further in advance. Transportation assistance is not guaranteed.
- Bussing must be arranged by the school, per school/district booking procedures.
- The school/district is responsible for paying the bus company directly. After the Zoo visit is complete, the school representative must submit to the Zoo a completed Zoo "Request for Reimbursement – Transportation Assistance" form (which will be provided with confirmation materials) and a detailed copy of the bus company invoice, no later than 10 business days after the Zoo visit. The invoice must show the dollar breakout per bus. The Saint Louis Zoo will then reimburse the school/district at the end of each calendar month via physical check for transportation costs in the amount of the grant award, or the final amount on the bus company invoice, whichever is LESS.
- Schools will be reimbursed up to \$300 per bus. It is assumed that one standard bus will be required for every 50 students attending Zoo educational experiences.
- Failure to attend the scheduled educational experience(s) for any reason (including but not limited to: late bus arrival to the school, traffic delays, weather delays, and/or chaperone miscommunication), will result in transportation expenses not being reimbursed. Please plan accordingly!
- If the school and/or the Zoo is **closed** due to inclement weather on the day of the scheduled program, the programs may be rebooked as schedules allow.
- Schools agree to abide by all Zoo policies for group visits. One adult chaperone is required for every 10 students on Zoo grounds. Chaperones must remain with their students at all times, except during educational experiences. Two adults are allowed in each classroom program or with each tour group. Other chaperones will need to remain elsewhere during the programs and/or tours.