

# Generation Earth Free Bus Program

Policies and Procedures

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## Bus Ordering Policy

- Generation Earth provides schools that are working with the program with free bus transportation to field trips that relate to Environmental Service Learning Projects.
- In order to receive a bus, schools must be taking a trip that supports their Environmental Service Learning Projects in the classroom.
- Teachers are eligible for **one bus per school year**.
- Schools are eligible for **two buses per school year**.
- **Your bus is not confirmed until we email you. This is a bus request form and is subject to the availability of funds.**

## Transportation Policy

- Maximum of **56 people**, including adults, can be seated on a bus.
- Field trip destination must be within Los Angeles County borders.
- Buses are subject to availability and should be requested as far in advance as possible.
  - Please do not request less than two weeks before the field trip.
- The school (or teacher) is responsible for coordinating booking with the field trip destination site.
- Schools may cancel the bus no later than **48 hours** prior to the field trip.
  - Late cancellations forfeit your bus for the year. You may be billed.
- Teachers will receive a confirmation from Generation Earth staff via email when the bus is confirmed.
- Passengers are required to follow COVID protocols per Los Angeles County Public Health orders and chartered bus company's requirements.
- Generation Earth is not responsible for lost or stolen items on any field trip.

## Bus Ordering Procedure

1. Complete the [Generation Earth Bus Transportation Request Form](#).
2. Administer a [Pre Project Survey](#) to all students who will be participating in the field trip.
3. Email [info@generationearth.com](mailto:info@generationearth.com) when Step 1 and Step 2 are complete.
  - a. We will respond within three to five working days.
4. Attend Generation Earth Field Trip that relates to Environmental Service Learning Projects.
5. Administer a [Post Project Survey](#) to all students who participated in the field trip.

*For any questions about the Generation Earth Free Bus Program, please contact Carissa Donahoo at [cdonahoo@treepeople.org](mailto:cdonahoo@treepeople.org) or Savannah Ackerman at [sackerman@treepeople.org](mailto:sackerman@treepeople.org).*