

DISPATCH CONTACT INFORMATION:

Cindy Laidlaw (5am -1pm)

Catharine Barker (12:30pm-4:30pm)

Office Phone: 250-549-9287

Cell Phone: 250-309-2439

Email: activitytrips@sd22.bc.ca

ACTIVITY TRIP PROCESS:

1. Fill out form TD1 or TD1(b) with the necessary information.
2. TD1 must be submitted 7 business days prior to the departure date.
3. TD1(b) must be submitted 14 business days prior to departure to allow Superintendent approval.
4. Once completed, scan and email a copy to activitytrips@sd22.bc.ca.
If your request is sent to a different Transportation email, the dispatcher will not receive it in a timely manner and may result in bus/driver unavailability
5. Once Dispatch has received the request, it will be processed then returned to you either **approved with a Trip #** or **declined** if we are unable to accommodate.
6. Once you receive an approved TD1 or TD1(b) with Trip # back from Transportation, your trip has been confirmed, and your Trip # will be your reference going forward.
7. If you require a Quote for a Trip, please email those requests to activitytrips@sd22.bc.ca indicating in the subject line **Quote**, and the Dispatcher will get back to you as soon as possible

ACTIVITY TRIP RATES (remain the same as last year):

1. The rate for **drivers** is **\$40/hr**
2. The rate for **mileage** is **\$2/km**
3. Any Quotes also need to be sent to activitytrips@sd22.bc.ca