



ADMINISTRATIVE SERVICES

4711 Pflaum Rd. ● Madison, Wisconsin 53718-6765 ■ 608.663.5931 ▼ <https://admsvcweb.madison.k12.wi.us>  
 Mick Howen, Director Jennifer Cheatham, Ed.D., Superintendent of Schools

To: Building/Department Secretaries and Principals  
 RE: Extra-Curricular and Field Trip Transportation, 2016-2017  
 Date: August 12, 2016  
 Subject: Pupil Transportation Contract – Extra-Curricular/Field Trips/Athletics

Badger Bus Lines remains our sole contracted and preferred carrier. As required in the past, utilize our preferred transportation provider. If Badger Bus Lines does NOT have availability, I have provided you with other options to contact (bottom of this correspondence). It is imperative that we NOT utilize transportation service organizations not appearing on this communication as they haven't completed a carrier evaluation and provided adequate federal, state, and district safety requirement documentation.

As is the case across the country, **all of the local carriers have limited availability during the (\*) peak time period.** Whenever possible, it is recommended activities be scheduled with this in mind to ensure a better chance of having transportation services available.

**Contact for Badger Bus Lines:** Donna Wilke ~ [donnaw@badgerbus.com](mailto:donnaw@badgerbus.com) ~ 310-4874

	Cost per hour	Cost per mile	Minimum
Non-Peak	\$40.00/hour	0.00/mile	\$80.00
* Peak	\$42.00/hour	0.00/mile	\$84.00

\* **Peak time** is typically during normal route times, which is basically between 6:30AM and 8:30AM and again between 2:00PM and 4:00PM (differs on Mondays & early release dates).

**NOTE:** Hourly rate to begin at school's requested arrival time. Hourly charge will end when last passenger is dropped off.

If Badger Bus Lines is not able to provide you with transportation services, we ask that you call a carrier that has been evaluated by the District (meets necessary requirements). The following companies have been qualified, but have not locked in their pricing with the district:

- Kobussen Buses (825-8700)
- Lazers Bus Service (655-3862)
- Rite-way Leasing (249-6462)
- Lamers (850-5253)
- Van Galder Bus (320-2307)
- Jones Travel (262) 723-4309 – Motor Coach ONLY

**If utilized, you must require the above carriers to include detailed/itemized information on all invoicing (billing time, miles, etc...) prior to submitting an invoice for payment.** Once paid, Accounting will advance copies of all invoices to Transportation Services for review to ensure required invoice detail was provided prior to submission for payment and for possible comparison to the established contracted carrier's rates.