



Application Guidelines and Approval Process

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1. Only San Diego County teachers, whether in public or charter K-12 schools, are eligible to apply.
2. Bus Grants are approved on a case by case basis. ABX strives to spread our limited funding across as many school districts as possible. To approve the grant request in whole or in part, ABX will consider the following criteria:
 - Is this the first application submitted by this teacher?
 - Is this the first application submitted from this school?
 - How many students and grade levels are participating?
 - What is the estimated average cost per student for transportation?
 - How appropriate is the program and destination site?
 - How many chaperones are required?
 - How well does the trip benefit the students' overall educational development?
3. Bus Grants will NOT be approved any earlier than 120 days prior to the planned event date.
4. Funds are limited and not every bus grant application can be approved. You may also receive partial funding for a trip.
5. ABX does not have a bus and only provides funding to cover transportation costs (not limited to: bus, trolley, train, van, and our discretion) associated for an approved field trip.
6. Proposed field trips must align with California State and San Diego County Educational standards which need to be clearly presented by the teacher on the Bus Grant Application below.



7. ABX is not liable for any unexpected costs associated with your bus trip including late cancellations, trip delays or changes in schedules.
8. Submit your Bus Grant application no later than 60 days before the date of your planned field trip. Bus Grant applications received in less than 60 days of the planned field trip will be considered on an exception basis only and may likely be declined.
9. Basic information you will need before starting your application include:
 - Lead teacher contact information (name, cell phone, email). Please note we may need to reach you after school hours.
 - Bus yard contact information (name, phone, email)
 - Number of students per grade level.
 - Name, email, and cell phone numbers of other teachers participating.
 - Number of chaperones (most venues limit 1 adult per 8 -10 students). Chaperones may be required to drive their own vehicles to ensure their children have a bus seat.
 - The estimated cost of a bus load of students.
10. Applicants will create their own user ID and password on the bus application webpage that allows them to register one time with basic contact information. Applicants will now be able to track their bus grant application through the approval process. Applicants will no longer be required to re-type their contact information as long as they are working at the same school. Teachers can save their application online and return to complete it at a later time.
11. While the application is intended to be easy to use without any user training, [click here](#) for a tutorial using the new ABX Bus Grant Application.
12. To obtain the estimated cost of a bus load, contact your bus yard or school administrator. Depending on their grade level, up to 64 children per bus load. If you do not have a bus yard, contact a private carrier.



13. We reserve the right to make all grant decisions at the discretion of the ABX board.

Approval Process

1. Upon submission of your “bus grant” application, you will receive an automatic email that your application has been received.
2. The ABX Executive Committee will review your application for completeness. You will receive an email from ABX in 7 to 10 business days notifying you of the status of your application, whether more information is needed, the grant has been denied or the grant has been approved in whole or in part. Your voucher will be valid for 90 days from the date received.
3. Should you need to cancel or reschedule your planned field trip, please notify ArtsBusXpress immediately at info@artsbusxpress.org.
4. Vouchers for field trips approved and not taken or rescheduled during the same fiscal year will automatically be cancelled.
5. As soon as you receive approval of your “bus grant,” contact the bus yard or private carrier to confirm number of buses required, date, destination address, pick up and return times. Inform the carrier to send their invoice to ArtsBusXpress via email at info@artsbusxpress.org or to the address below.
6. Please request an invoice from the district office, school or directly from the bus yard or private carrier to be sent to ArtsBusXpress by email at billing@artsbusxpress.org or by regular mail for payment within forty-five (45) days of the date the field trip is completed. ArtsBusXpress will pay invoices within thirty (30) days of receipt. For invoice amounts greater than the approved funding, the school is responsible for the difference. Be sure to follow your district policies in issuing invoices.



7. After the trip, teachers are encouraged to send student letters, drawings, digital photos and poems about their experience to ArtsBusXpress. These inspire new donors to keep the buses rolling. Any photos received will be considered approved by the parents and teachers for general publication.
8. Please mail all appropriate correspondence to: ArtsBusXpress, 4010 Sorrento Valley Blvd. #400, San Diego, CA, 92121 or email to info@artsbusxpress.org.

All questions and comments should be directed to (858) 367-0813 or info@artsbusxpress.org.

Please complete your “bus grant” application [BY CLICKING HERE](#).

Thank you!