



Busing Request Form for Dakota County Parks Program

(School Nature Programs and/or Private Nature Programs)

You must have your program reserved (date, time, and park location) prior to submitting this form. You can register for a program here – [SCHOOL](#) or [PRIVATE](#).

Steps to Request Program Busing

1. Make sure your Parks program registration, including date and time, has been confirmed.
2. Determine total number of participants and whether multiple buses are needed to accommodate your group. School and youth group programs require at least one adult per bus.
3. Complete this form and the Bus Itinerary Form(s) (Attachment A).
4. Submit all information at least 21 days prior to the date of your scheduled program to ParksEducation@co.dakota.mn.us
5. Receive email approval from ParksEducation@co.dakota.mn.us. This is typically provided within 3-5 business days.

Applicant Information

| |
|---|
| School/Organization Name: |
| Address: |
| Group Leader/Contact: |
| Title: |
| Phone: |
| Email: |
| Please describe your interest in attending this program: |
| Would you have been able to attend this program if transportation was not available? <input type="checkbox"/> Yes <input type="checkbox"/> No (Response or no does not impact your eligibility for transportation): |
| Is this your first program with Dakota County Parks?: <input type="checkbox"/> Yes <input type="checkbox"/> No |

Program Details

Please submit the Bus Itinerary Form (Attachment A) for each bus requested.

Number of buses requested: _____ (buses can accommodate up to 77 passengers)

By signing this form:

- I have registered for the program date(s) and time(s) listed in Attachment A and have received confirmation.
- I agree to meet all School/Group Responsibilities listed in Attachment B.
- I understand that signing this Request Form does not guarantee bus transportation is approved.
- I understand that upon approval by the County of this Application the terms contained in this Application constitute the terms of the Grant Agreement between the parties and become effective upon approval by the County.

School/Organization Authorized Representative Name & Title

Person with authority to sign contracts on behalf of the school/organization (e.g., principal, superintendent, president).

Signature

Date

School/Group Liaison (Contact person, if differs from above)

Dakota County will notify the contact person regarding approval.

Signature

Date

County Authorized Representative (Parks Director)

To be signed upon Request for Assistance approval.

Signature

Date

Attachment A: Bus Itinerary Form

Please complete one Bus Itinerary Form for each bus requested. Identify the details for your confirmed program.

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|--|
| Bus # ___ of ___ |
| Date of Program: _____ |
| Program Registration Number (if available): _____ |
| Number of students on this bus: _____ |
| Number of staff on this bus: _____ |
| Number of adult chaperones on this bus: _____ |
| Is a wheelchair lift requested? <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | |
|---|---|
| School/Organization Departure Location Address (bus picking up from): Departure Location Details (door # etc.): | Requested Pick up Time: _____ Comments (if needed): |
| Park Program Location: <input type="checkbox"/> Lebanon Hills Regional Park <input type="checkbox"/> Whitetail Woods Regional Park <input type="checkbox"/> Thompson County Park <input type="checkbox"/> Spring Lake Park Reserve <input type="checkbox"/> Miesville Ravine Park Reserve <input type="checkbox"/> Lake Byllesby Regional Park Entrance/Trailhead (if applicable, ie. Visitor Center): | Program Start Time: _____ Program End Time: _____ |
| School/Organization Return Location Address (bus dropping off): Return Location Details (door # etc.): | Requested Drop Off Time: _____ Comments (if needed): |

Attachment B: Bus Transportation Service Grant Agreement

The Bus Service Transportation Grant Agreement (Agreement) is made and entered into by and between the County of Dakota, acting through its Parks Department and the School/Organization.

1. **PARTIES.** The parties to this Agreement are the County and School/Organization, collectively referred to as the parties.
2. **PURPOSE.** The purpose of this Agreement is for the County to provide busing for school and community organization groups, staff, and chaperones to visit a Dakota County Park for a registered program.
3. **TERM.** This Agreement shall be effective the date of the signatures of the parties to this Agreement and remain in effect until bus services have been rendered as described in an approved Busing Request Form for Dakota County Parks Program, unless earlier terminated by law or according to the provisions of this Agreement.
4. **COOPERATION.** The County and School/Organization agree to cooperate and use their reasonable efforts to ensure prompt implementation of the various provisions of this Agreement and to, in good faith, undertake resolution of any dispute in an equitable and timely manner.
5. **SCHOOL/ORGANIZATION RESPONSIBILITIES.** School/Organization responsibilities include:
 - a. Selecting students, adult staff/chaperones, and Organization group members to participate;
 - b. Reserving and confirming the date(s) and time(s) for a program with Dakota County Parks;
 - c. Completing and submitting the Busing Request Form for Dakota County Parks Program and Bus Itinerary Form(s) (Attachment A) at least 21 days prior to the reserved Program. Schools may apply only once per school year per grade level. Non-school organizations may apply only once per school year. Partner schools who have committed to programming for the school year may apply once each season of the school year (fall, winter, spring).
 - d. Notifying all Program participants of proper attire and behavior expectations;
 - e. Ensuring at least 25 participants (including staff/chaperones) attend each Program;
 - f. Assigning and providing at least one staff or adult chaperone for each bus;
 - g. Ensuring bus and Program capacity are not exceeded;
 - h. Ensuring all participants are gathered at the departure location on time;
 - i. Obtaining and ensuring all required permission forms and waivers are completed by each participant prior to departure for the Program. Determining and completing any additional waivers required by needed as individual Programs;
 - j. Ensuring proper participant attire and behavior at all times during the Program;
 - k. Discussing County-provided educational messages with participants;
 - l. Submitting County-provided post-field trip surveys to ParksEducation@co.dakota.mn.us within 15 business days of the field trip;
 - m. If necessary, cancelling the field trip due to unforeseen circumstances by notifying the Program Coordinator at ParksEducation@co.dakota.mn.us at least five (5) business days before the scheduled field trip. Failure to do so may result in loss of field trip eligibility. County approval is required for any exceptions;
 - n. Ensuring all participants follow any existing COVID -19 safety procedures required by the School/Organization, the Program, or the transportation company or otherwise required by rule or law.
6. **COUNTY RESPONSIBILITIES.** County responsibilities include:
 - a. Communicating with the School/Organization on Busing arrangements;
 - b. Notifying the School/Organization of program registration;
 - c. Providing guidance for participants (e.g., appropriate attire);
 - d. Providing educational messages and pre-and post-field trip surveys to the School/Organization.
 - e. Entering into a contract with a transportation company and paying for services rendered; and
 - f. Scheduling and communicating with the transportation company on Program arrangements (e.g., Dakota County Parks Program, location, day, time, number of buses).
7. **FUNDING.** The County agrees to pay transportation costs as identified in the Bus Itinerary Form for approved Bus Requests for Dakota County Parks Program between the School/Organization and the park program location.
8. **INDEMINIFICATION.** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents. The School/Organization shall be solely liable for the acts of its students/participants that it selects to participate in the Program and shall be responsible for obtaining any required permission and

waivers deemed necessary for said students/participants to participate in the Program. Dakota County Parks Programs may also require waivers. The provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws govern liability of the County. The provisions of this section shall survive the expiration or termination of this Agreement.

9. **AUTHORIZED REPRESENTATIVES.** Authorized representatives for the purposes of this Agreement have authority to bind the party they represent and to consent to modifications, except that authorized representatives shall have only the authority specifically or generally granted by their respective governing boards. The authorized representative of the School/Organization is indicated on the Bus Request Form for Dakota County Parks Programs. The authorized representative of the County is the Parks Department Director.
10. **LIAISONS.** To assist the parties in the day-to-day performance of this Agreement and to ensure compliance and provide ongoing consultation, a liaison shall be designated by the County and the School/Organization. The parties shall keep each other continually informed, in writing, of any change in the designated liaison. At the time of execution of this Agreement, the following persons are the designated liaisons. The liaison of the School/Organization is indicated on the Busing Request Form for Dakota County Parks Programs. The liaison of the County is the Parks Outdoor Education Specialist.
11. **MODIFICATIONS.** Any alterations, variations, modifications, waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the Authorized Representatives of the County and the School/Organization.
12. **MINNESOTA LAW TO GOVERN.** This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the County of Dakota, State of Minnesota.
13. **MERGER.** This Agreement is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon and shall supersede all prior negotiations, understandings, or agreements.
14. **COMPLIANCE WITH LAWS/STANDARDS.** The County and School/Organization agree to abide by all federal, state or local laws, statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs and staff for which either party is responsible.
15. **EXCUSED DEFAULT – FORCE MAJEURE.** Neither party shall be liable to the other party for any loss or damage resulting from a delay or failure to perform due to unforeseeable acts or events outside the defaulting party's reasonable control, providing the defaulting party gives notice to the other party as soon as possible. Acts and events may include acts of God, acts of terrorism, war, fire, flood, epidemic, acts of civil or military authority, and natural disasters.