

**SCHOOL FIELD TRIP FORM
BART FARE CALCULATION WORKSHEET**

PLEASE MAIL YOUR WRITTEN REQUEST ON SCHOOL LETTERHEAD AND CHECK PAYABLE TO BART AT LEAST THREE (3) WEEKS PRIOR TO THE TRIP DATE:

MAILING ADDRESS: **BART Group Sales**
 300 Lakeside Drive, 22nd Floor
 Oakland, CA 94612
 Tel (510) 464-6964

- **Call TRANSIT INFORMATION at (510)465-2278 for fares and trip planning**
- **Please note Letter of Authorizations will only be issued for groups of over 100 people or for children younger than 6 years old.**
- **MINIMUM ORDER for Group Sales is 20 TICKETS**
- **Include the following information on your letter:**

Entry Station: _____

Exit Station: _____

Number of Students: _____

Number of Adults: _____

Date of Trip: _____

COST OF TICKETS:

STUDENT FARE student fare x number of students = \$ _____
student fare = full fare x .375 (rounded up to next penny)

ADULT FARE full fare x number of adults = \$ _____

*****TOTAL AMOUNT PAYABLE TO BART (please enclose check)** \$ _____

SCHOOL INFORMATION:

School : _____

Address: _____

Contact: _____

Telephone / Fax #: _____