

Group Trips:

If you are planning a group trip, please give us a heads up so we can be ready for you!

Call 920-832-5800 or email valley.transit@appletonwi.gov with these details:

- **Date and time you are traveling**
- **Where you are getting on and going to**
- **Return time**
- **How you plan to pay (cash/check)**

Before your trip	<ul style="list-style-type: none"> • Do your trip planning • Plan how you will pay • Contact us with the information above
How to Pay	<p>Options for paying for groups include cash or check.</p> <p>Please plan to have one set of cash or check for the trip there, and another for the return trip.</p> <p>Communicate with the driver as you get on the bus, especially if you will be transferring buses and your payment includes paying for 2 buses.</p> <p>Prices per bus:</p> <ul style="list-style-type: none"> • \$0.75 per child age 5-18 • \$1.00 per reduced fare eligible person, see https://myvalleytransit.com/reduced-fare/ • \$2.00 per adult <p>Please note that many trips may involve 2 buses to get to where you need to go. Please plan accordingly for payment (an example is below).</p>
During your trip	<ul style="list-style-type: none"> • Be at your bus stop early & have your payment ready • Communicate with the driver your need to transfer and if you are paying for multiple buses

Below is a basic example of total fare calculation.

If 5 school age students are traveling with 2 adults, and you need 2 buses to go somewhere:

5 youth @ \$0.75 per bus = \$3.75 per bus x 2 buses = \$7.50 for the trip there

2 adults @ \$2.00 per bus = \$4.00 per bus x 2 buses = \$8.00 for the trip there

Total for the trip there = \$7.50 + \$8.00 = \$15.50.

You can pay the first driver this amount in cash/check all together on the first bus, and communicate with the driver that you are paying for BOTH buses for your trip there, so the driver can call ahead to the next driver, to let them know you are coming and that you already paid.

On your return trip, if still using 2 buses, have \$15.50 in cash/check, and do the same thing.

If you'd like to have Valley Transit staff come in to do a presentation for your group on a day prior to your trip, please contact traveltraining@appletonwi.gov to coordinate availability.

Thanks for using Valley Transit for your Group!