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Chief Operating Officer

Field Trip Transportation Information

To: All Staff

From: Cornell S. Brown, Jr.  
Chief Operating Officer

This memorandum provides information about transportation options available for extracurricular and field trip transportation. While extracurricular transportation does not fall under the Office of Student Transportation, we wanted to respond to feedback received from school administrators and other staff members in the spring and partnered with the Office of Purchasing to provide school system staff with greater flexibility and resources as you plan for transportation for after-school programs, field trips and other extracurricular needs. During Summer 2025, we were able to add three additional contractors to the list of eligible providers.

Following a Request for Proposals (RFP) process to contract for alternative vehicles and extracurricular transportation needs, new contracts were approved by the Board of Education in July 2025. These contracts eliminate the requirement for schools and offices to seek three bids when contracting for transportation needs.

Schools served by Zum or Tip Top Transportation as their primary provider (see complete list in Table D) must contact their primary transportation provider first. If the primary transportation provider is unable to provide service or does not respond within 48 hours, then schools may contact any of the other providers listed in the memo in Table B. Zum has a specific process to follow for field trip requests due to the large number of schools they service listed in Table E. Schools served by any other provider may contact any of the contractors listed in Table B. Contact information for all vendors is included in Table C.

The contractors are required to provide service following the rates per the contracts as listed in this memo, which should provide greater predictability and eliminate the inequities that schools faced when previously scheduling field trips.

**Field Trip Hours:** Contractors who are also responsible for home-to-school and school-to-home service will not accept

field trips that prevent them from providing on-time service, as this is their first priority. As you schedule your field trips, please work with field trip sites and your contracted providers to ensure that the field trip hours do not conflict with school arrival and dismissal times.

**Contract:** Field trip costs should be charged to the correct contract number. Please review Tables A and B to find the corresponding contract number based on the contractor you are using.

**Available Contractors & Rates:** Please note that schools serviced by Tip Top Transportation and Zum Services must first contact their respective provider. Table A provides the current rates for both types of buses offered by these two vendors. If your provider is unable to commit to fulfilling the request within 48 hours of your request submittal, you may request service from any other vendor in Table B. Contact information for all vendors is included in Table C.

Table A

**Zum Field Trip Rates (Hourly) Contract Service Areas 3, 5 and 6**

	Regular Ed Bus	Special Ed Bus	Reg Ed Wait Time	Special Ed Wait Time	Contract #
Zum	\$60.08	\$87.43	\$37.02	\$61.88	SUP_CNCT-100417

Tip Top Table B

**Tip Top Field Trip Rates (Hourly) Contract Service Area 4**

Regular Ed Bus	Special Ed Bus	Reg Ed Wait Time	Special Ed Wait Time	Contract #
\$150	\$175	\$75	\$120	SUP_CNCT- 100415

**Field Trip Rates (Hourly)**

Contractor	Regular Ed Bus	Special Ed Bus	Reg Ed Wait Time	Special Ed Wait Time	Contract #
MBG Enterprises	\$125	\$170	\$125	\$170	SUP_CNCT-100391
Tip Top Transportation	\$115	\$130	\$115	\$130	SUP_CNCT-100391
Bowens Bus Service	\$125	\$150	\$125	\$150	SUP_CNCT-100391
KAM Enterprises	\$125	\$150	\$125	\$150	SUP_CNCT-100391
Barr Transportation	\$115	\$160	\$120	\$150	SUP_CNCT-100391
HOB Enterprises	\$95	\$120	\$95	\$120	SUP_CNCT-100391
Woodlawn Motor Coach	\$195	\$205	\$195	\$205	SUP_CNCT-100391
MINA Transportation	\$275	N/A	\$275	N/A	SUP_CNCT-100391
Viennas Transportation	\$118.75	N/A	\$118.75	N/A	SUP_CNCT-100391
Y&L Transportation	\$160	N/A	\$160	N/A	SUP_CNCT-100391
BWA	\$150	\$150	N/A	N/A	SUP_CNCT1057830
Mellors	\$140	\$140	N/A	N/A	SUP_CNCT1080411

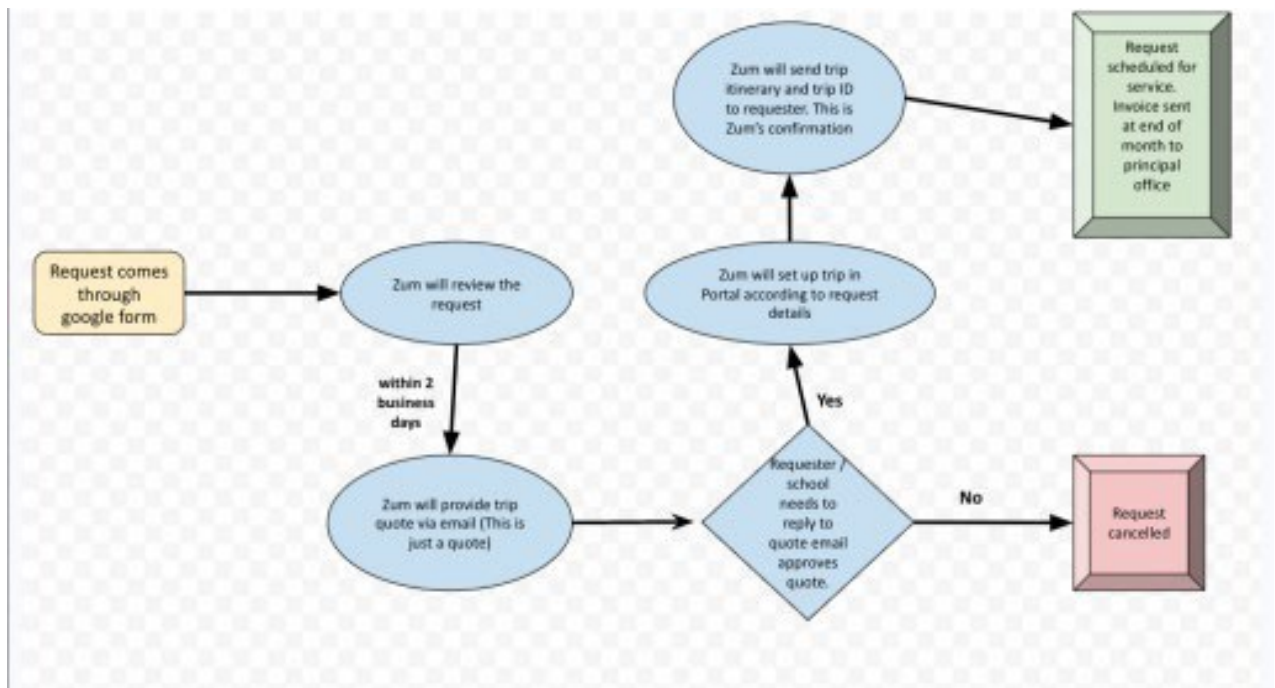
Table C: Contact Information for Field Trip Contractors:

Contractor Name	Owner Name	Contact Phone	Main Email	Special Ed?
Barr Transportation	Barr, Adam	(410) 929-8007	office@barrbus.com	Yes
Bowens Bus Service	Bowen, Michael	(410) 489-9501	bowensbusser@aol.com	Yes
BWA Transportation Inc.	Barry Amos	(410) 980-0736	bwabus@gmail.com	Yes
HOB Enterprises	Brathwaite, Henderson	(443) 226-9053	h_brathwaite@yahoo.com	Yes
KAM Enterprises	Mullinix, Keith	(410) 795-2913	bowensbusser@aol.com	Yes
Mellors Bus Service Inc.	Annette Mellor	(410)-531-6033	mellorsbus09@verizon.net	Yes
MBG Enterprises	Gunther, Daniel	(410) 766-3621	dgunther.mbg@gmail.com	Yes
MINA Transportation	Laaboudi, Mohammed	(443) 995-9095	m_laaboudi@yahoo.com	No
Tip Top Transportation	Jeff Pool	(410) 379-2100	jwpool15@gmail.com	Yes
Viennas Transportation	Anthony Viennas	(443) 732-5500	anthony@viennastransportation.com	No
Woodlawn Motor Coach	Bayer, Barbara	(410) 744-3300	tbayer@woodlawnmc.com	Yes
Y&L Transportation	Young, April	(202) 869-2569	yandltransportation@gmail.com	No
Zum	Durrett, Thomas	(1-855-) 743-398	tdurrett@ridezum.com hcpss_trips@ridezum.com	Yes

Table D: Zum and Tip Top Schools

<b>Zum Schools – Contract Areas 3, 5 and 6</b>	<b>Tip Top Schools – Contract Area 4</b>
<p><b>Elementary Schools:</b>            Atholton            Bellows Springs            Bollman Bridge            Bryant Woods            Centennial Lane            Clemens Crossing            Cradlerock            Deep Run            Forest Ridge            Fulton            Gorman Crossing            Guilford            Hammond            Hollifield Station            Jeffers Hill            Laurel Woods            Longfellow            Northfield            Phelps Luck            Pointers Run            Running Brook            St Johns Lane            Stevens Forest            Swansfield            Talbott Springs            Thunder Hill            Veterans            Waterloo  <b>Middle Schools</b>            Burleigh Manor            Clarksville            Dunloggin            Ellicott Mills            Hammond Middle            Harpers Choice            Lake Elkhorn            Lime Kiln            Mayfield Woods            Murray Hill            Oakland Mills Middle            Patapsco            Patuxent Valley            Wilde Lake  <b>High Schools:</b>            Atholton            Centennial            Hammond            Long Reach            Mt Hebron            Oakland Mills            Reservoir            Wilde Lake</p>	<p><b>Elementary Schools:</b>            Ducketts Lane ES            Elkridge ES            Hanover Hills ES            Ilchester ES            Rockburn ES            Worthington ES  <b>Middle Schools:</b>            Bonnie Branch MS            Elkridge Landing MS            Thomas Viaduct MS  <b>High Schools:</b>            Howard HS            Guilford Park HS</p>

Table E: Zum Field Trip Procedures



### [Field Trip Request Form](#)

Zum Field Trips - Please email the contractor directly regarding your field trip requests. If Zum does not respond to your request within two business days (or if Zum responds sooner, stating they are unable to accommodate your request), you can use another vendor. However, you must wait two business days and maintain documentation of all electronic outreach.

- Zum FT Contact Information: [hcpss\\_trips@ridezum.com](mailto:hcpss_trips@ridezum.com).
- Zum contact person for Field Trip is Thomas Durrett - [tdurrett@ridezum.com](mailto:tdurrett@ridezum.com)

JS/mw