

TRANSPORTATION

This information should be helpful to you in making reservations for your travel. Travel time to Richmond is one hour from Tappahannock. To allow time to meet scheduled transportation, reservations should be made at least three hours after a student's last scheduled commitment on campus (e.g., on most Fridays the academic day ends at 3:40 PM, but athletes practice until 5:30 PM). **Students will not be excused early to make transportation.**

Richmond, Virginia is serviced by Amtrak (800-USA-RAIL). Please use the 7519 Staples Mill Road Station (804-264-9194) when booking trains.

Richmond also maintains an international airport that services a number of airlines. American, Delta, Northwest, United, and U.S. Airways operate frequent flights in and out of Richmond.

When planning to leave campus, students complete an overnight request form and parents or guardians are asked to provide written permissions. The overnight request form, permission, itinerary for travel including flight/train information for both departure and arrival, and any invitations should be submitted by the **Wednesday preceding an open weekend and two weeks prior to school vacations.**

On open weekends, St. Margaret's will arrange transportation to Richmond on Friday afternoons following the end of the scheduled events. On Sunday afternoons, students will be picked up in Richmond until 4:30 PM. School transportation will also be provided on the travel days indicated on the school calendar at the beginning and end of each vacation period (see attached sheet with dates for 2008-2009 school year). The cost of school transportation will be billed to the student's account.

Trips to the Washington area including D.C. airports will be handled by TEMP-JAMES, LTD. (see below). Transportation to local doctor's appointments will be provided by a St. Margaret's hired driver; however, appointments during the school day in Richmond will most likely be handled by TEMP-JAMES, LTD and could include a "waiting" fee. The following are the costs for transportation for the 2008-2009 school year, but are subject to change due to rising fuel costs.

One-way rates for transportation provided by SMS:

Richmond Airport/Amtrak

\$140.00 per student to RIC, \$150.00 per student to Amtrak

(2 students in one vehicle - \$70 each to RIC, \$75.00 each to Amtrak)

(3 students or more in one vehicle - \$50 each to RIC, \$55 to Amtrak)

The above charges are based on a 3 hour round trip. An additional \$20.00 per hour will be charged for any delays or wait time. Driver rate is \$15.00 per hour.

We contract with TEMP JAMES, LTD., depending on availability, to handle trips that cannot be made by school staff due to distance, early/late hour of day, or length of time involved. The cost of these services is billed to the student's account. There may be a fuel surcharge applied as needed.

One-way rates for Temp-James Ltd.:

Richmond Airport \$140.00 (1 to 4 students)

Richmond Amtrak \$150.00 (1 to 4 students)

Reagan Airport \$230.00 (1 to 4 students)

Dulles \$250.00 (1 to 4 students)

The above charges are based on a 3 hour round trip to RIC or a 6 hour round trip to Dulles. An additional \$20.00 per hour will be charged for any delays or wait time.

VACATION DATES FOR 2008-2009 SCHOOL YEAR

Please review these vacation dates carefully in arranging vacation plans. Call the School Life Office with any questions. Remember, early departures or late returns are considered unexcused and can result in academic penalties for missed classes and the loss of weekend privileges.

The school will arrange transportation on the designated School Travel days. Requests for transportation should be submitted **two weeks prior to school vacations**. Complete itineraries should be sent to allow us to “trace” students as needed. A reminder form will be sent out in CrossCurrents for each vacation.

When making reservations for vacations, flights should arrive in Richmond by 5:30 PM (by 4 PM on regular weekends) on the return day to allow students to be back on campus by 7 PM. On travel days, the school will usually do pick ups at noon, 3 PM, and 5:30 PM. If possible, please try to arrange flights during these times so that your student will not have to wait a long amount of time at the airport.

Returning to School August 2008

The school will arrange transportation for students on the designated arrival days. Students should arrive in Richmond by 1:30 PM on those days. Since this is a very busy time for all faculty, please submit requests for transportation by **Wednesday, August 13th**.

Parents Fall Family Weekend

Departure Travel Day – Saturday, October 11th at noon (flights from RIC after 2:00 PM)

Return Travel Day – Monday, October 13th

Requests for transportation should be received by **Wednesday, September 24th**

Thanksgiving Vacation

Departure Travel Day – Friday, November 21st at noon (after exams) (flights from RIC after 2:00 PM) and Sunday AM flights

Return Travel Day – Monday, December 1st

Requests for transportation should be received by **Wednesday, November 5th**

Christmas Vacation

Departure Travel Day – Friday, December 19th at noon (flights from RIC 2:00 PM or later) and Saturday AM flights

Return Travel Day – Sunday, January 4th

Requests for transportation should be received by **Wednesday, December 3rd**

Long Winter Weekend

Departure Travel Day – Thursday, January 29th with dismissal at noon (flights from RIC – 2:00 PM or later) and Friday AM flights

Return Travel Day – Monday, February 2nd

Requests for transportation should be received by **Wednesday, January 14th**

Spring Break

Departure Travel Day – Friday, March 6th with dismissal approximately noon (flights from RIC – 2:00 PM or later) and Saturday AM flights

Return Travel Day – Sunday, March 22nd

Requests for transportation should be received by **Wednesday, February 18th (2/11 for seniors on ISPs)**

Easter Break

Departure Travel Day – Thursday, April 9th with dismissal at noon (flights from RIC – 2:00 PM or later) and Friday AM flights

Return Travel Day – Monday, April 13th

Requests for transportation should be received by **Wednesday, March 25th**

Graduation

Departure Travel Day - Saturday, May 30th at approximately noon (flights from RIC – 2:00 PM or later) and Sunday AM flights

Requests for transportation should be received by **Wednesday, May 13th**

Please contact the School Life Office with any questions about transportation arrangements.