

**ABERDEEN SCHOOL DISTRICT NO. 58
REQUEST FOR USE OF YELLOW SCHOOL BUS**

Form to be completed by Teacher/Coach requesting school bus. This request **WILL** be on the Transportation Director's desk **FIVE SCHOOL DAYS** prior to trip date.

Date of Request: _____

Date of Departure: _____

Time: _____

Date of Return: _____

Time: _____

Destination: _____

Activity: _____

Number to be transported: _____ (no more than 65). For most trips outside the district, our bus capacity should be considered 44-passenger (2 per seat). Please request another bus if more students will be riding.

Person requesting bus and responsible for group: _____

Principal/ Athletic Director Approval: _____

READ, SIGN AND ENFORCE

I hereby agree that I will be in complete charge of this bus, am familiar with the school policy on activity transportation (#720) and am responsible for administration and enforcement of the following rules:

- 1) I have a complete roster of all riders and a copy is on file with the Building Principal and Transportation Director.
- 2) All passengers must enter and depart from the front door of the bus.
- 3) All passengers must remain in their seats while the bus is in motion.
- 4) I will be responsible for the enforcement of all safety rules and bus driver requests.
- 5) I will be responsible for returning the bus in a **CLEAN** and **TRASH-FREE** condition and recognize that should the bus need cleaning upon return, my organization/club will be charged \$20.00/hr for clean-up (Policy 720).
- 6) Chaperones must be dispersed throughout the bus as appropriate.

TRANSPORTATION DEPARTMENT

Was 5 days notice given [yes/no]: _____

Driver Assigned for trip: _____

Time	Time	Total	Begin	End
Out _____	In _____	Hours _____	Mileage _____	Mileage _____

Pay Hours: _____

Were the rules enforced by the chaperone and the bus left clean and trash free?

Chaperone [yes/no] _____

Bus Driver [yes/no] _____

Special Instructions or remarks concerning this trip: _____

Bus Driver's Signature: _____

Allowable : _____ Non-Allowable: _____ Costs: _____

(yellow form) Updated 1/20

*** Person requesting the bus is responsible for bringing this form to the district office.**

Budget: _____