

# Engadine Consolidated Schools

## Request for Bus Use

Engadine Consolidated Schools allows for the occasional use of school buses for uses other than transporting students to and from the school. The cost of non-routine transportation shall be reimbursed to the Board. Buses are to be driven by district drivers who are licensed, certified and have the appropriate medical examiner's certification on file. Request for bus use should be submitted two weeks prior to need.

Please complete the following to request the use of a bus:

Requesting organization: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Contact person(s): \_\_\_\_\_

Contact Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date(s) bus needed: \_\_\_\_\_

Destination: \_\_\_\_\_

Time frame for bus use: Pick-up @ \_\_\_\_:\_\_\_\_ (\_\_\_\_M)

Estimated Drop-off @ \_\_\_\_:\_\_\_\_ (\_\_\_\_M)

Actual Drop/Off Time @ \_\_\_\_:\_\_\_\_ (\_\_\_\_M)

Cost of Trip: Hourly Rate of Driver and Mileage: (Actual to incl. 15 min pre trip+15 min fuel time)

Drive Time: Estimated \_\_\_\_\_ Actual \_\_\_\_\_ hours x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Sit time: Estimated \_\_\_\_\_ Actual \_\_\_\_\_ hours x \$ 10.42 = \$ \_\_\_\_\_

Mileage (round trip) Estimated \_\_\_\_\_ Actual \_\_\_\_\_ x \$ 1.00/ Mile = \$ \_\_\_\_\_

Estimated Total Cost= \$ \_\_\_\_\_ Actual Total Cost = \$ \_\_\_\_\_

Bus# \_\_\_\_\_ Start mileage: \_\_\_\_\_ End mileage: \_\_\_\_\_

Certified District Driver Assigned:

\_\_\_\_\_ Sub Required \_\_\_\_\_

Approval for bus use by Transportation Director/Superintendent

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of person in charge (i.e., coach, teacher, etc.) \_\_\_\_\_

Sign off sheet on Reverse if necessary.

Per ECS Policy 8651