

Seneca Falls Central School District

Request for Use of School Buses

Once the form is completed, scan it and e-mail it to Patty Ward in the Business office and copy it to Debra Burnham in the Transportation office. The Business Manager or Superintendent will sign the form and return it to the bus garage. If scanning and e-mail is not available to you, send the original to the Business Office and a copy to the Transportation office through inner-school mail.

Remember - traveling the Thruway is not always the fastest route, as school buses with students on board are still required to drive 55 mph – even on the Thruway. If an alternate route is available, it should be used.

Date of Trip: _____ Destination: _____
 (Submit a separate form for each trip date) Address: _____

Pick up site: _____ Time bus should be at site to load passengers: _____
 Time unloading – back in Seneca Falls: _____

Group: _____
 (Bus capacity: 59 children/39 adults) # in group: _____ # Buses needed: _____

Person in charge: _____ Stopping for lunch/dinner? _____
 Purpose of trip: _____ Need luggage compartment? _____

Organization or Club paying for trip:

Name _____ Phone # _____
 Billing Address _____

APPROVALS: Business Manager or
 Principal: _____ Date: _____ Superintendent: _____ Date: _____

Bus Driver Report:

Punch-in: _____ Ending Mileage: _____
 Punch-out: _____ Starting Mileage: _____
 Total Trip Time: _____ Total Trip Miles: _____

Account Code for extra duty sheet: 5510-160-00- _____

Regular driver meals: Reimbursed for trips outside of Seneca County, within the following parameters:

Breakfast - \$5.00, from 8-9 a.m. _____
 Lunch - \$10.00, from Noon-1 p.m. _____
 Dinner - \$15.00, from 5-6 p.m. _____

Sub driver meals: As above - for trips at least 4 hours long, upon submittal of receipt.

Thruway use: If you are using an EZ-pass, please mark down the exits that you got on & off at:
 On exit: _____ Off exit: _____
 On exit: _____ Off exit: _____
 (Reimbursement with receipt if EZ pass wasn't used.) \$ _____

Driver Name: _____ Bus # _____

Driver Checklist:

- ___ Wash & sweep bus, empty garbage
- ___ Always fill fuel tank upon return
- ___ Return key & EZ-Pass to garage

(Office use only):

_____ Hours @ \$ _____ per hour = \$ _____
 _____ Miles @ \$ _____ per mile = \$ _____
 Meals = \$ _____
 Thruway Tolls = \$ _____
 Total Trip cost: \$ _____