



# BUS REQUISITION FORM

PELHAM CITY CHARTER SCHOOL SYSTEM

Transportation Department

Ms. Dera Harkins, Director

203 Mathewson Avenue

Pelham, Georgia 31779

Phone (229)294-8715 ~ Fax (229)294-2760

Number of Bus(es) Needed

School/Group: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_  
City State Location

Person in Charge of Trip: \_\_\_\_\_ Phone: \_\_\_\_\_

Depart from Pelham: \_\_\_\_\_ Return to Pelham: \_\_\_\_\_  
Date & Time Date & Time

Number of Students: **\*\*** \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_ Total

Passengers **\*\***A signed permission slip must be obtained from each student's parent or guardian giving approval to the trip. Please notify the lunchroom manager if sack lunches are needed and/or if the class will be absent for lunch.

A Certified Driver has been hired. The driver is: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Sponsor is responsible for submitting driver's report to Transportation Office.**

**Transportation Office Use Only**

Non- Exempt \_\_\_\_\_ Exempt \_\_\_\_\_ System Budget \_\_\_\_\_

Non-Exempted: Mileage rate of \$1.50 per mile for bus will be paid to the Pelham City Charter System Board of Education and the sponsor is responsible for the bus driver fee.

Exempted: Fuel and Driver fee is paid by Pelham City Charter System Board of Education.

System Budget: Fuel fee is paid by Pelham City Charter System Board of Education and the Sponsor is responsible for bus driver fee.

**Curriculum Department Use Only**

Lesson Plans are attached and approved by: \_\_\_\_\_  
Curriculum Director's Signature

Approved: \_\_\_\_\_  
Transportation Director Signature

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