BUTLER COUNTY SCHOOL SYSTEM
211 School Highlands Road
Greenville, Alabama 36037-1833
Telephone: 334-382-2665 Fax: 334-382-8607

BUTLER COUNTY
BOARD
OF EDUCATION

Michael Nimmer
District 1

Carolyn Crenshaw
District 2

Brandon Sellers
District 3

R. Wayne Boswell
District 4

Eric Gomillion
District 5

Joseph Eiland
Secretary and
Chief Executive Officer

SUPERINTENDENT
OF EDUCATION
Joseph Eiland

July 23, 2024

TO: Principals, School Bus Drivers, Athletic Directors and Coaches

RE: Athletics/Field Trips - Procedures

1. Priority – Home to School/School to Home
2. TripDirect – Per School Board Policy “Submission of a travel request through TripDirect at least ten (10) school days prior to the trip. If a bus driver is not available, the trip will not be approved.” **ALL trips require a TripDirect number and approval.** Just because you put it in TripDirect does not mean that you have a driver. If we have not contacted you please reach out to Slade Piggott or Jody Cannon.
3. Field Trips – Once school bus drivers sign up for participation in field trips, we will be assigning them by seniority, availability and on a rotational roster. **ALL trips require a TripDirect number and approval.**
4. Athletic Trips – Coaches need to communicate with the Transportation Supervisor when a driver is needed, when no other coach is available to drive. Transportation will assign the bus. **ALL trips require a TripDirect number and approval.**
5. Buses - Traveling on field trip or athletics should stay together. It is not about speed and who can get there first. When a bus breaks down the other buses are there to help with students or driver. When buses are apart from each other there is no immediate help in the event of an emergency.
6. Speeding – Drivers holding a CDL should remember their training for speed. It is 5 miles below the posted speed signs no matter what road you are traveling. (Get a ticket, it’s on your record as you know).
7. Returning a bus. If you return a dirty bus, then your sponsor/club will be charged $50. Please sweep the bus and empty trash. All buses will be inspected upon return.

ALL Trips MUST accompany a PRE-TRIP and seating chart. There is no exception. If you are driving your own bus, then you can use your route book with your current pre-trip.

All Field Trips are due on Monday or the next business day for payroll purposes.

Regards,

Slade Piggott

BUTLER COUNTY BOARD OF EDUCATION
TRANSPORTATION REIMBURSEMENT TO BOARD OF EDUCATION FOR USE OF SCHOOL VEHICLE(S)

Location:

- Georgiana School ☐
- Greenville High ☐
- Greenville Middle ☐
- Greenville Elem. ☐
- McKenzie High ☐
- W. O. Parmer ☐
- Central Office ☐
- Career Academy ☐
- Special Services ☐
- Transportation/ Maintenance ☐
- Other ☐

DATE:________________________________ **BUS NUMBER:**_____________________

BUS REQUESTED BY (EMPLOYEE NAME):____

TRIP DESTINATION (CITY)____

PURPOSE OF TRIP (*Basketball, Zoo, etc.)***:**____

TRIP DIRECT #_________________________**FUNDING SOURCE**___________________

Departure Time	*Return Time*	ODOMETER READING AT BEGINNING OF TRIP	ODOMETER READING AT END OF TRIP **TO BE COMPLETED BY DRIVER*
TOTAL NUMBER OF MILES			
TOTAL # OF MILES x $1.55 PER MILE		**$**	

Trip Distance From School (ROUND TRIP)	**Driver Pay**	
ZONE 1: 1 - 100 miles	☐ Zone 1: $60	☐ Overnight Trip: $240
ZONE 2: 101 - 200 miles	☐ Zone 2: $65	☐ Coaches $30
ZONE 3: 201 - 300 miles	☐ Zone 3: $70	☐ No Pay
ZONE 4: >300 miles	☐ Zone 4: $75	

_________________________________ _________________________________

Driver's Name (Please Print) **Driver's Signature**

SCHOOL PERSONNEL MUST PROVIDE A STUDENT ROSTER TO THE BUS DRIVER FOR ALL TRIPS PRIOR TO DEPARTURE

This form must be submitted to the Transportation Department by Monday following the date of trip.

For Central Office Use Only

_________________________ _________________________ _________________________

(1) Transportation Dept. (Initial/Date) ***(2) Payroll (Initial/Date)*** ***(3) Accounting (Initial/Date)***

Revised 08/7/2024

SEATING CHART

BUS # ____________________

DRIVER

(Front of Bus)

	Row 1	
	Row 2	
	Row 3	
	Row 4	
	Row 5	
	Row 6	
	Row 7	
	Row 8	
	Row 9	
	Row 10	
	Row 11	
	Row 12	

Back of Bus

Form TR-II

SCHOOL BUS PRE-TRIP INSPECTION RECORD

School System: ______________________

Driver Name: ______________________

Bus Number: ______________________

Date: Begin ____________

End ____________

Odometer Readings:

A. End Month ____________

B. Beginning Month ____________

C. Miles Traveled ____________

(A minus B = C)

If Items are operating properly, place a check (✓) in the box. If items **are not** operating properly, mark **X** in the box and report it to the Transportation Department.

DATE →																																												
Gallons of Fuel Added																																												
Items to be Checked	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Engine Oil & Coolant																																												
Belts, Wires, & Hoses																																												
Windshield & Windows																																												
Tires & Lugs																																												
Exhaust System																																												
Brakes & Brake Leaks																																												
Park or Emergency Brake																																												
Emergency Exits & Buzzer																																												
Headlights/Hazard																																												
Pupil Loading Lights																																												
Stop Arm/Crossing Arm																																												
Steering Wheel & Horn																																												
Mirrors & Adjustment																																												
Emergency Equipment																																												
Seats & Interior																																												
Driver's Seat & Belt																																												
Service Door/Entrance																																												
Wipers/Washers																																												
Defroster/Heaters																																												
Gauges/Controls																																												
Fuel Tank/Leaks																																												
Springs/Shocks																																												
Driver Initials →																																												

Check camera for solid light daily.
Check radio. Make sure to report
if either is NOT working daily.

I certify that I have observed all official regulations.

____

Driver Signature