

# 2024-2025 AFTERSCHOOL

## PROGRAM TRANSPORTATION REQUEST

The Afterschool Transportation Request **WILL NOT** be accepted by Transportation without a Funding or Budget Code and approval Signature from the Funding/Budget Administrator.

Transportation needs the approved form no less than **10 Working Days** prior to Program Starting. Send COMPLETED Form to [sean.mulligan@boone.kyschools.us](mailto:sean.mulligan@boone.kyschools.us)

### A. To be completed by Afterschool Program Administrator

Date of Request: \_\_\_\_\_ Name of School: \_\_\_\_\_

Program Name: \_\_\_\_\_

Start date for program: \_\_\_\_\_ End date for program: \_\_\_\_\_

Schedule: (Circle Days driver needed) M T W TH F # Of Buses \_\_\_\_\_ Aide Needed Yes – No

**FUNDING/BUDGET SOURCE:** \_\_\_\_\_  
(Name of Funding /Budget you will be using to pay for Afterschool Program Transportation this is provided by School Principal)

Program Start time: \_\_\_\_\_ Program End Time: \_\_\_\_\_

Name \_\_\_\_\_ / \_\_\_\_\_  
Signature (Program Administrator) Print Name

Principal \_\_\_\_\_ / \_\_\_\_\_  
Signature of Principal Print Name

Upon Completion of A and with School Principal Approval this form is sent to your **FUNDING / BUDGET ADMINISTRATOR** at CENTRAL OFFICE

### B. To be completed by Budget Source Administrator and Finance (Central Office)

**Funding Administrator** \_\_\_\_\_ / \_\_\_\_\_  
Signature Print Name

**Finance** (I approve funding code) \_\_\_\_\_ / \_\_\_\_\_  
Signature Print Name

Upon completion of A and B the Request form is now ready to send to SEAN MULLIGAN, Assistant Director of Transportation  
[sean.mulligan@boone.kyschools.us](mailto:sean.mulligan@boone.kyschools.us)

### C To be completed by Transportation

Date received by Transportation \_\_\_\_\_ Received by: \_\_\_\_\_

Assignment:  District#1  District#2  District#3  District#4

DRIVER(s) ASSIGNED: \_\_\_\_\_ BUS# \_\_\_\_\_  
\_\_\_\_\_ BUS# \_\_\_\_\_  
\_\_\_\_\_ BUS# \_\_\_\_\_

If more driver spaces are needed, please attach separate piece of paper.

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*TRANSPORTATION USE ONLY\*\*\*\*\*

Dated Received by Transportation Bookkeeper: \_\_\_\_\_ Mileage Sheet given to Driver: \_\_\_\_\_

# 2024-2025 TRANSPORTATION REQUEST

## Afterschool Programs

The 2024-2025 School Year rate for non- field trip afterschool & summer programs is currently \$6.65 per mile, per bus.

This is rate is calculated by the Finance Department and is subject to change.



**Transportation must receive the completed approved request Form no less than Ten (10) days before requested transportation is to begin.**

### Transportation Use Only

Coordinators once you have assigned a driver, please give a copy of the request to the Transportation Bookkeeper. The bookkeeper will provide you with the proper paperwork for the driver.