ECS 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. Requests 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 Cell Phone Number:(____)_____-_____ (____)_____-_____

Date(s) bus needed: _____

Destination:_____

Time frame for bus use: Event Start Time @ :___:___(__M)

Time You Would Like to Leave the School @:___:___(__M)

PLEASE DO NOT WRITE BELOW THIS POINT — ADMIN USE ONLY

Pick Up @:___:___(M) Est. Drop Off @:___:___(__M) Actual Drop Off @:___:___(__M)

Cost of Trip: Hourly Rate of Driver and Mileage: (Est. to incl. 1.0 hr for pretrip,warmup,postrip & fuel)

Drive Time: Estimated _____+____= Actual_____hours x $ = $_____

Sit time: Estimated _____ Actual_____hours x $ 13.73 = $ _____

Mileage (round trip) Estimated _____ Actual_____ x $ 2.67/ Mile = $ _____

Estimated Total Cost= $_____ Actual Total Cost = $ _____

Bus#_____ Start mileage:_____ End mileage:_____

Certified District Driver Assigned: Sub Required? Certified Driver Assigned:

_____ NO YES _____

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