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

DATE:_____ **BUS NUMBER:**_____

BUS REQUESTED BY
(EMPLOYEE NAME)_____

TRIP DESTINATION (CITY)_____

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

TRIP DIRECT #_____**FUNDING SOURCE**_____

Location:

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

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 $1.80 PER MILE		**$**	

TRIP DISTANCE FROM SCHOOL (ROUND TRIP)

ZONE 1: 1 - 100 miles
ZONE 2: 101 - 200 miles
ZONE 3: 201 - 300 miles
ZONE 4: >300 miles

DRIVER PAY

- ☐ ZONE 1: $60
- ☐ ZONE 2: $65
- ☐ ZONE 3: $70
- ☐ ZONE 4: $75
- ☐ OVERNIGHT TRIP: $240
- ☐ COACHES $30
- ☐ NO PAY
- ☐ SUMMER SCHOOL $100

_____ _____
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 05/21/2026