



CLAYMONT
Athletic/Non Athletic
Request for Bus Transportation



Driver Assigned _____

| | |
|--|--|
| Name _____ | Date of Request _____ |
| Date of Trip _____ | Destination _____ |
| Purpose of Trip (<i>Benchmark/indicator</i>) _____ | |
| _____ | |
| Total # to be Transported _____ | Special Needs for Transportation: yes / no |
| Departure Location _____ | Departure Time _____ Return Time _____ |
| Supervising Coaches/Teachers _____ | |
| *Include Route description on reverse side or attach to this sheet | |

| | | | |
|---|---------------------------------------|--|---------------------------------------|
| Billing of trip cost: | | Must be filled in by <u>Trip Requester</u>: | |
| Specify: (General Fund, Athletic, Principal, Activity or Other) _____ | | | |
| Approved: <input type="checkbox"/> | Disapproved: <input type="checkbox"/> | Approved: <input type="checkbox"/> | Disapproved: <input type="checkbox"/> |
| _____ | _____ | _____ | _____ |
| Approval by Principal or AD | Date | Superintendent or Designee | Date |

| | | |
|---|---|--------------|
| School Bus Travel Certificate | | (Circle one) |
| Speedometer Reading: | Pre Trip Start & End Time _____ to _____ | a.m. p.m. |
| Return _____ | Trip Start Time: _____ | a.m. p.m. |
| Leave _____ | Trip Stop Time: _____ | a.m. p.m. |
| Total Miles _____ | Clean-up Start & End Time _____ to _____ | a.m. p.m. |
| Total Hrs. @ \$12.50/hr. _____ | Total Hrs. @ \$10.00/hr. (subs) _____ | |
| Driver Signature: _____ | | Bus # _____ |
| Activity Sponsor: _____ Trans. Supervisor: _____ | | |
| COMMENTS: THIS BUS IS PERMITTED TO STOP AT REST AREAS, SERVICE STATIONS, AND TO EAT. | | |

| | |
|---|----------------------------------|
| This space filled in by Central Office | Total Trip Time _____ |
| | Driver Trip Rate \$ _____ |
| | Total Paid \$ _____ |

CO-CURRICULAR/EXTRA-CURRICULAR

1. There must be a minimum of one (1) advisor (teacher) on each bus taken on the trip. The teacher must have a completed emergency medical authorization form for every student on the bus.
2. Parent Permission must be obtained for each student attending the field trip.
3. Regarding all field trips, the time at the destination must be longer than the time spent traveling to and from the destination.