

# Helix School District 1R

Code: **EEAD-AR**  
Adopted: 7/2/97  
Orig. Code(s): None

## Special Use of School Buses

1. A written request must be submitted indicating:
  - a. Name of organization
  - b. Purpose of trip
  - c. Dates needed
  - d. Time of departure and return
  - e. Signature of adult responsible for activity
2. District vehicles must be driven by a District employee with the appropriate certification.
3. The activity must not interfere with the regular school program or bus schedule.
4. A fee schedule will include but not be limited to:
  - a. Driver's hourly rate
  - b. Associated payroll costs
  - c. Fuel at cost per mile
  - d. Overhead (insurance, service depreciation) at cost per mile
5. Authorization of such use must be approved by the superintendent/principal or designee.

## Special Use of School Bus Request

Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Purpose of Request \_\_\_\_\_

Days or Dates Needed \_\_\_\_\_ Time of Departure \_\_\_\_\_  
Return Time \_\_\_\_\_ Destination \_\_\_\_\_  
Estimated Miles \_\_\_\_\_ Number in Group \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

***Based on the information provided, your estimated costs will be:***

Bus Driver's Salary \_\_\_\_\_ hrs @ \$ \_\_\_\_\_ per/hr = \_\_\_\_\_  
Associated Payroll Costs (26%) = \_\_\_\_\_  
Fuel: \_\_\_\_\_ Miles @ .24 per mile = \_\_\_\_\_  
Overhead: \_\_\_\_\_ Miles @ .75 per mile = \_\_\_\_\_  
**Estimated Total:** \_\_\_\_\_

Note: Bus driver's meals and lodging responsibility of organization.

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Date

Driver assigned \_\_\_\_\_

\_\_\_\_\_  
Transportation Coordinator

The superintendent has \_\_\_\_ approved \_\_\_\_\_ denied your request to use a district school bus.

Reason for denial \_\_\_\_\_

\_\_\_\_\_  
Superintendent/Principal

\_\_\_\_\_  
Date

Actual Costs:

Bus Driver's Salary \_\_\_\_\_ hrs @ \$ \_\_\_\_\_ per/hr = \_\_\_\_\_  
Associated Payroll Costs (26%) = \_\_\_\_\_  
Fuel: \_\_\_\_\_ Miles @ .24 per mile = \_\_\_\_\_  
Overhead: \_\_\_\_\_ Miles @ .75 per mile = \_\_\_\_\_  
**Estimated Total:** \_\_\_\_\_