

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 or designee.