

**Milton-Freewater
School District 7**

Code: **EEAD-AR**
Adopted: 3/12/96

Special Use of School Buses Administrative Rule

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.

Special Use of School Bus Request

Name of Organization _____

Address _____ Phone _____

Purpose of Request _____

Day(s)/Date(s) Needed _____ Time of Departure _____ Return Time _____

Destination _____ Estimated Miles _____ Number in Group _____

Bus Maximum Capacity 56 adults

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 @ 22¢ 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 for use a district school bus.

Reason for denial _____

Superintendent

Date

ACTUAL COSTS:

Bus driver's salary _____ hrs @ \$ _____ p/hr = _____

Associated Payroll costs (26%) = _____

Fuel: _____ Miles @ 22¢ per mile = _____

Overhead: _____ Miles @ 75¢ per mile = _____

Estimated Total: _____