



HABERSHAM COUNTY SCHOOL DISTRICT

Request for School Bus

IMPORTANT: This form must be submitted to the Transportation Office at least 45 days prior to the date of the trip. No trips will be scheduled during the first two weeks or last two weeks of school.

SCHOOL: _____ **TRIP DATE(S):** _____

TEACHER(S)/CLASS: _____ **GRADE(S):** _____

OF STUDENTS: _____ **# OF ADULTS:** _____ **# OF BUSES REQUESTED:** _____

PURPOSE OF TRIP: _____

DESTINATION: _____

DESTINATION ADDRESS: _____

CITY: _____ **STATE:** _____ **CONTACT PHONE:** _____

DEPART FROM LOCATION (SCHOOL): _____

DATE/TIME OF DEPARTURE: _____ **DATE/TIME OF RETURN:** _____

I certify that a complete roster of all students and adults on each bus will be submitted to the school/group office before bus(es) depart from the school campus. One copy of this roster shall be in the possession of an adult school/group employee making this trip. I further certify that a Project Request form has been completed for this trip and is attached. *Please Initial:* _____

Will meals be furnished to each of the bus drivers making this trip? Yes _____ No _____ N/A _____

Signature of Principal _____
Date Submitted

Notes: No bus trips shall be made without prior approval of Transportation Director, Superintendent, or Board of Education as applicable. No unauthorized stops allowed. School/Group is responsible for directions to destination, parking and parking fees. School/Group agrees to reimburse system for each bus as per Habersham County Schools Field Trip Procedure guidelines. Transportation Director will send applicable invoices to school/group after completion of payroll period. After School Programs will be invoiced twice per year, December and June. Reimbursement rates are \$1.50 per mile for each bus and \$12.00 per hour, minimum of two hours, for each field trip driver.

***** CENTRAL SUPPORT USE ONLY *****

APPROVED _____ **DENIED** _____ **INVOICE # & DATE** _____

Authorized Signature _____
Date of Approval/Denial

DRIVER(S) ASSIGNED: _____