

FABIUS-POMPEY CENTRAL SCHOOL DISTRICT
Fabius, New York 13063

ORGANIZATION REQUEST for USE of SCHOOL BUS

Procedures to Be Followed:

Complete this **FORM** and submit to the School Bus Dispatcher. The School Bus Dispatcher will review the request to determine school bus and school bus driver availability. The FORM will then be submitted to the Supervisor of Transportation for review and submission to the Board of Education for its formal approval. Upon approval, copies of the FORM will be made and returned to the party making the request, the School Bus Dispatcher, and the Supervisor of Transportation.

As per Board of Education Policy, requests should be submitted in advance of at least two Board of Education meetings prior to the date of the actual trip, to allow Board of Education review of the request at the first meeting and action on formal approval at the second meeting.

**** Dates for Board of Education meetings are available at the District Office ****

Name of Organization: _____		
Billing Address: _____		
Destination: _____		
Address of Destination: _____		
Purpose of Trip: _____		
From Fabius to Destination	Leave From (location): _____	
Departure Date: _____	Day of Week: _____	Departure Time: _____
Arrival Time: _____	Number of Riders: _____	# of Buses _____
From Destination to Fabius		
Return Date: _____	Return Time: _____	Arrival Time: _____
NOTE TO ALL ORGANIZATIONS REQUESTING SCHOOL BUS USE:		
<i>At the end of the trip, the School Bus Driver will provide the number of actual miles that have been traveled. This mileage will determine the cost for use of the school bus.</i>		
Current cost per mile is _____ & Bus Driver wages. (Cost per mile is set every year at the July BOE Organization Meeting.)		
_____ Signature of Party Requesting School Bus	_____ Title	_____ Date

Reviewed By: _____	_____	_____	_____
School Bus Dispatcher	YES	NO	Date
_____	_____	_____	_____
Supervisor of Transportation	YES	NO	Date
_____	<u>Review</u>		_____
Board of Education, Clerk			Date
<u>Board of Education Resolution:</u>			
Circle One:	Approved _____	Board of Education, Clerk _____	Date _____
	Not Approved _____		