

FABIUS-POMPEY CENTRAL SCHOOL DISTRICT
Fabius, New York 13063

Request for Use of School Car for School Business

Procedure to be followed:

Submit to Building Principal for approval. Building Principal forwards request to the School Bus Dispatcher who in turn forwards it to the transportation Supervisor. Upon approval by the Transportation Supervisor, copies are made and one copy is returned to each of the following persons: School Bus Dispatcher at the Bus Garage, staff member, and Building Principal.

Request should be made two weeks in advance.

Destination _____
Address _____
Phone Number at Destination (if known) _____
Date of Trip _____ Number (Adults) _____

**STUDENTS ARE NOT TO BE TRANSPORTED BY SCHOOL CAR.
IF QUESTIONS, SEE YOUR BUILDING PRINCIPAL.**

Time Departing from Bus Garage _____
Time Returning to the Bus Garage _____
Signature of Staff Member _____
Date Submitted _____
Special Instructions _____

_____	_____
Building Principal	Date
_____	_____
School Bus Dispatcher	Date
_____	_____
Transportation Supervisor	Date

**IF AN ACCIDENT SHOULD OCCUR:
IMMEDIATELY NOTIFY YOUR BUILDING PRINCIPAL.**