

Submit original and three copies at least seven days in advance to the Transportation Department

BAY COUNTY SCHOOLS TRANSPORTATION DEPARTMENT

Copies to:
Driver
Transportation
School
Sponsor

TRANSPORTATION REQUEST FOR SCHOOL SPONSORED STUDENT ACTIVITIES

Date Submitted: _____ Trip No.: _____

1. School: _____ Grade: _____ Group or Department Making Request: _____

2. Activities and Destinations: _____

3. Departure:

Date: _____ Time: _____ AM _____ PM

4. Return:

Date: _____ Time: _____ AM _____ PM

5. Approximate No. of Students: _____ Adults: _____

6. Pick up students at: _____

7. All necessary preparations will be made in advance for the proper supervision of students making this trip. All county policies and rules of safety and behavior will be followed.

Signature of teacher(s) responsible for this activity:

I have read procedures for using Daily Log Sheet located in the block to the right.

TO BE COMPLETED BY SCHOOL ADMINISTRATOR:

8. Special Remarks: _____

9. I have discussed this request with the teacher responsible and the request is hereby approved.

Administrator's Signature Date

10. Expenditures are to be charged to:

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PROCEDURES FOR USING DAILY LOG SHEET

1. The Transportation Department will determine departure times from schools based on estimated travel time to destination (exception may be requested).
2. Sponsors are to verify times noted by each driver each day on daily log sheet to be provided by the bus driver.
3. Do not claim field trip time if there is an overlap with regular route driving time (cannot be paid for the same time twice). Driving time is the actual time required to drive from bus storage to point of departure plus driving time from point of departure to destination. Return driving time is from this point back to unloading and from unloading back to bus storage. Arrival time at schools will be 15 minutes prior to departure time except by special request and shall be recorded as on-call time. Driver will be allowed 15 minutes to pre-trip bus on non-school days. Drivers are required to bring in their bus for a safety inspection by a mechanic prior to any out-of-county field trip. Compounded buses will be done between runs. **EXCEPTION:** The bus was monthly inspected within three (3) days of the trip. Drivers will be paid for thirty (30) minutes if the bus has to be brought to the compound.
4. Variations or unusual events that cause significant changes in driving times, on-call, off duty, and other form items must also be explained in the REMARKS SECTION.
5. Drivers who have out-of-county overnight trips beginning prior to 8:00 a.m. and extending beyond their normal work hours will be guaranteed eight hours pay or pay for the actual hours worked, WHICH EVER IS GREATER.
6. Driver will have one half (1/2) hour deducted for each unpaid meal stop whenever trips extend through the normal meal hours (lunch, dinner, etc.)
7. Sponsors may not be in a position to observe the cleanup procedures and therefore, will have to accept the driver's time as recorded.

EXTENDED OVERNIGHT TRIPS

8. For extended overnight trips, drivers can be released for "off-duty" periods of time when applicable. For example, when your group is delivered to a specific site and the bus and driver will not be needed for a definite period of time on **OVERNIGHT TRIPS WITH ACCOMMODATIONS**; i.e., more than two (2) hours, gives the driver a time to be at the pickup point and places him/her on "OFF DUTY" status. "Off-duty" status will take the driver off the payroll for a specific period of time.