

Bus Guidelines for All Extracurricular Organizations

1. All school trips must have a bus evacuation drill before the bus departs.

Example I: Sports teams that are transporting the same students for a certain sport need to have one drill at the beginning of the season.

Example II: Clubs that go on trips with different students throughout the school year will need to perform a bus evacuation drill before the bus departs.

2. All trips must have a seating chart prepared by supervising teacher or coach before bus departs.
3. Copy of seating chart will be given to Mr. Murray and another copy given to the bus driver.
4. Emergency contact number and destination also given to Mr. Murray. (Cell # would be great or phone # of destination.)
5. Club sponsors need to take the Student Emergency Contact book with them on all trips. This is located in the front office.

BUS PASS

DATE BELL # BUS# / DRIVER

NAME OF STUDENT

NAME OF SCHOOL

DROP OFF ADDRESS

PERSON TO RECEIVE STUDENT / RELATIONSHIP

Walter M. King

AUTHORIZATION

____ TODAY ONLY ____ WEEK ____ MONTH ____ YEAR

SPECIAL INSTRUCTIONS _____

Monroe County High School
Request for Board Vehicle
2005-2006

(Last Name) (First Name) (M)

(Address/Street)

(City) (State) (Zip Code)

(Social Security #) (Drivers License #)

**MONROE COUNTY BOARD OF EDUCATION
TRANSPORTATION DEPARTMENT**

Request of County School Bus - MUST BE MADE ONE WEEK IN ADVANCE OF TRIP

Rates to be Charged:

1. Bus - **\$1.75** per mile
2. Driver - **\$9.00** per hour

1. Organization Making Request _____
2. Purpose of Trip _____
3. Number of Persons to be Transported _____
4. Number of Buses Needed _____
5. Destination of Trip _____
6. Date Trip is to be Made _____
7. Time of Day to Leave _____ Time to Return _____

The following signatures are required at least **one week** in advance of trip. Those who sign this document are responsible for the execution of all laws relating to the respective duties of their position and the transportation department of the Monroe County Board of Education and the State of Kentucky.

I do hereby approve this trip and assume the responsibility associated with the trip.

A. Sponsors _____ Date Signed _____

B. Principal _____ Date Signed _____
(Hand Directly to Transportation Director or Assistant Director)

C. Transportation Director _____

D. After Trip is Confirmed by Transportation Department a Copy will be Returned to Building Principal to Confirm Trip

To Be Completed by Transportation Department

Name of Driver _____

1. Number of Miles _____ x \$1.75 = _____

2. Hours Driver to be Paid _____ x \$9.00 = _____

3. Fringes _____

4. Total Bill of Trip _____

IRE