

REQUEST FOR CANTON BUS

GUIDELINES: (1) All field trip requests must be made through the Building Principal whose approval will be required.

(2) For school owned buses:

A minimum of three (3) weeks advance booking will be required.

During regular hours, all trips must be located in Canton (except Trailside Museum) or close by and are available between 9:30 a.m. and 1:00 p.m. After 1:00 p.m., approvals will be based upon availability of a bus and a maintenance driver and will be based on an overtime basis.

(3) The Principal will be responsible for securing transportation for all **outside** transportation providers.

(4) Bus capacity for large buses are (71) Elementary, (50) Middle School, and (47) High School.

INSTRUCTIONS: SEE ATTACHED

TODAYS DATE: _____ SCHOOL NAME: _____

NAME OF TEACHER IN CHARGE: _____

DATE OF FIELD TRIP: _____ NUMBER OF BUSES NEEDED: _____

TIME LEAVING THE SCHOOL: _____ TIME RETURNING TO SCHOOL: _____

DESTINATION: _____

NUMBER OF STUDENTS: _____ GRADE(S): _____ COST PER STUDENT: _____

NAMES OF OTHER CHAPERONES IF ANY (TEACHERS, PARENTS): _____

EDUCATIONAL VALUE OF TRIP: _____

WILL PERMISSION SLIPS BE DISTRIBUTED PRIOR TO THE TRIP? YES _____ NO _____

TWO (2) SIGNATURES ARE REQUIRED FOR A CANTON SCHOOL BUS:

PRINCIPAL: _____

FACILITY DIRECTOR: _____

DRIVER: _____

IF FUNDING REQUIRED FOR OVERTIME

ACCOUNT # TO BE CHARGED: _____

BUSINESS ADMINISTRATOR: _____

INSTRUCTIONS:

Teachers planning a field trip are to complete this form and submit it to the Principal for his/her review.

If the field trip requires a Canton School Bus, after receiving the Principal's approval, the Form must be submitted to Gene Zupkofska for approval relative to the availability of a school bus and driver. The Canton School Bus is usually available between the hours of 9:30 a.m. and 1:00 p.m. The teacher will be notified of availability of bus and driver. If the field trip requires a Canton School Bus driver beyond the normal working hours, overtime pay is required, A funding source must be identified below and the Form must be sent to the Business Administrator for approval.

If the field trip requires an outside transportation provider (i.e. Connolly Bus Co. or other), the Principal or his/her designee is responsible for securing the and responsible for any costs that are associated with the field trip. If the costs are to be charged to the school operating budget or a revolving account, the funding source and dollar amount must be identified below and the Form must be sent to the Business Administrator for approval. The invoice, identifying the field trip, should be sent directly to the Principal. The Principal should submit the invoice along with a purchase order requisition to the Business Office for payment. If the costs are to be processed through the Student Activity Account, the Principal or his/her designee must collect any monies and follow the existing procedures for the Student Activity Account.

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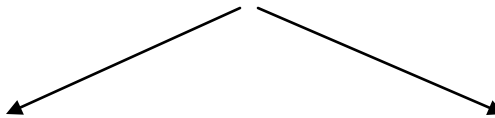
Submit Form to Building Principal



Approval by Building Principal

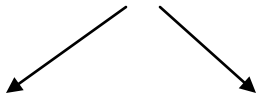


If transportation required



School Owned Bus

Submit Form to Gene Zupkofska for approval.



If available

If not available

Gene Zupkoska gives signed copy to Brian Lynch



back to Building Principal

Outside Vendor

Principal's office to contact Connolly Bus Co. for big yellow bus and transportation for Special Education bus(es). Principal is responsible.



If funding source is required, submit to Business Office and/or Office of Student Services for approval.

***Brian Lynch to return
signed copy to Building Principal***