

**CHILTON COUNTY SCHOOLS**

1705 Lay Dam Road  
Clanton, Alabama 35045

**REQUEST FOR USE OF SCHOOL BUS FORM**

School \_\_\_\_\_ Teacher/Sponsor \_\_\_\_\_

1. Date Request Made \_\_\_\_\_ Date Bus Is To Be Used \_\_\_\_\_

2. Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_ Day of Week \_\_\_\_\_

3. Group Requesting Use of Bus \_\_\_\_\_

4. Number of Students Going On Trip \_\_\_\_\_

5. Adults Accompanying Students on Trip \_\_\_\_\_

6. Bus Number(s) \_\_\_\_\_ Driver(s) \_\_\_\_\_

7. Destination \_\_\_\_\_ Miles (Round Trip) \_\_\_\_\_

8. Points Of Interest To Be Visited \_\_\_\_\_

9. Purpose of Trip \_\_\_\_\_

10. Nurse has been notified of all students attending field trip.

Nurse signature \_\_\_\_\_

Name of nurse/assistant attending field trip \_\_\_\_\_

**CHARGES – Current cost-per-mile rate determined by the SDE**

**Payment will be made to Chilton County Board of Education**

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- 1. Request will be submitted at least 10 school days prior to Local & In-State trips and 14 school days prior to Out-of-State and Overnight trips.
  - 2. Only qualified licensed school bus drivers shall drive the bus.
  - 3. Sponsors will inspect bus before and after use. Any damage to the bus will be paid for by local school.
  - 4. Food or drink will not be consumed on the bus.
  - 5. A teacher who is regularly employed by the Board must be on the bus. Only students, teachers/administrators and school patrons approved as chaperones shall be permitted to ride field trip buses.
  - 6. Buses must be cleaned after use.
  - 7. ON THE DAY OF THE TRIP, a list with the bus number, driver, and names of all students and adults on each bus must be given to the driver and principal prior to leaving on the trip. The list must be forwarded to the transportation department on the day of the trip.
- I HAVE READ AND COMPLETED THIS FORM ACCURATELY. I UNDERSTAND THE REGULATIONS AND AGREE THIS GROUP WILL ABIDE BY THEM.

\_\_\_\_\_  
**Sponsor/Teacher**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Superintendent**