

Gadsden County School Board
Request to Use Bus(es)

Organization:	Phone #:	Date:
Address:		
Organization's Representative:		Phone #:
Representative's Mailing Address:		
Destination:		
Date(s) Requested	Departure Time:	Returning Time:
Describe the Reason for the Trip:		
Number of Passengers:		
Projected Fee based on Fee Schedule:		

 Signature of Representative

 Date

When this form is completed it should be submitted to the Director of Transportation

FOR OFFICIAL USE	
APPROVED Yes ___ No ___	
_____ Director of Transportation	_____ Date
_____ Assistant Superintendent for Business/Finance	_____ Date
_____ Superintendent of Schools	_____ Date

Request to Use School Bus(es) Instructions

The request should be submitted at least 15 days prior the date of the requested transportation.

- A. Secure and complete, in its entirety, a "Request to Use Bus(es)" form.
- B. Submit the form to the Director of Transportation. (The Director of Transportation will notify the applicant of approval.)
- C. All questions regarding the use of buses and/or completion of the forms should be directed to the Director of Transportation.
- D. The Director of Transportation or designee shall prepare an estimate of fees based on the Request form. The fees shall be calculated as follows:
 1. Determine the number of buses needed and the number of miles for a round trip.
 2. Calculate the total usage costs by multiplying \$2.50 by the total round trip miles.
 3. Determine the salary and related benefits for the driver(s) needed and calculate the personnel costs. The rate per hour for the driver is the contract hourly rate unless otherwise designated by a revenue source such as a grant. The total salary is multiplied by 16.39% for required benefits (retirement, FICA and workers compensation). Total personnel costs equal salary plus benefits.
 4. Add the usage cost and the driver costs for a total amount due.
- E. Send the draft invoice to the Cash Manager in the Finance Department.
- F. The Cash Manager will officially number the invoice and send it to the Requester.
- G. The Requester will make the check payable to the Gadsden County School District and mail it to the Finance Department.