

# PRINCIPALS REQUEST FOR EXTRA TRANSPORTATION

YELLOW SCHOOL BUS

\$1.52 per mile as of October 1<sup>st</sup>, 2012

**NOTE: A SCHOOL BUS MAY NOT BE USED UNLESS THE TRIP PERTAINS TO THE INSTRUCTIONAL PROGRAM. School buses MAY ONLY travel in Cabarrus County and MAY NOT travel on Interstate Highways.**

For insurance and scheduling purposes Principals Request For Extra School Bus Transportation **MUST** be submitted to the Bus Garage one (1) week prior to the field trip **AND** again the next business day after the trip is completed to report trip mileage.

**TRIP DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **A.M.** \_\_\_\_\_ **P.M.** \_\_\_\_\_  
(Depart, Not before 9:30 AM) (Return, no later than 1:30 PM)

School: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 School Contact: \_\_\_\_\_  
 Trip Destination: \_\_\_\_\_  
 Purpose of Trip & Relation to Curriculum: \_\_\_\_\_  
 \_\_\_\_\_  
 Grade Level: \_\_\_\_\_ Teacher: \_\_\_\_\_  
 Number of Buses Requested: \_\_\_\_\_ Number of Passengers: \_\_\_\_\_  
 Departure Location: \_\_\_\_\_

BUS #	DRIVER NAME	ODOMETER READING: BEGINNING MILES	ODOMETER READING: ENDING MILES	TOTAL MILES

All SCHOOL BUSES mileage **MUST** be reported to the Bus Garage by the next business day either by email: [Cynthia.Vanwieren@cabarrus.k12.nc.us](mailto:Cynthia.Vanwieren@cabarrus.k12.nc.us) or FAX: 704-782-4327. If you have questions, please call Cindy Van Wieren at 704-784-5105.

**FUEL IS THE RESPONSIBILITY OF THE SCHOOL & DRIVER**

I certify that this trip meets the State instructional activity requirements for the students at my school. I agree to reimburse Cabarrus County Board of Education for Extra Bus Transportation.

Principal \_\_\_\_\_ (REQUEST NOT VALID UNLESS SIGNED BY SCHOOL OFFICIAL) \_\_\_\_\_ (DATE)

Price per mile for a SCHOOL BUS is updated each September.

\*\*\*Activity buses should be reserved for all non-instructional field trips.\*\*\*