



## Transportation Request for Outside Agencies

Houston County school buses may be used by the following groups for the purpose of transporting pupils to and from schools or activities which are an integral part of the educational program or course of study:

Houston County School-based organizations,  
Governmental entities, and  
Houston County based 4-H

The cost of such transportation must be reimbursed in full from funds other than public school funds.

Requests for use of school buses must be submitted to the Director of Transportation at least **30 days prior** to the trip.

NAME OF PERSON/GROUP REQUESTING BUS: \_\_\_\_\_

PURPOSE OF TRIP/How is this trip an integral part of an educational program?  
\_\_\_\_\_  
\_\_\_\_\_

DESTINATION OF TRIP: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

RETURN DATE: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_

NUMBER OF STUDENTS: \_\_\_\_\_ NUMBER OF ADULTS: \_\_\_\_\_

NAME OF CHAPERONE(S): \_\_\_\_\_

PERSON RESPONSIBLE FOR PAYMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

It is understood that the person/group making application for school bus transportation is responsible for all costs (***driver salary, FICA/MEDICARE, and mileage cost***) incurred by this trip. Only Houston County school bus drivers will drive Houston County school buses. Amount due will be payable to the Houston County Board of Education within 30 days of invoice date.

I have read the Houston County Board of Education policy **EDDA** concerning the use of school buses and agree to abide by its provisions. I understand that I and/or my group will assume complete liability for personal injury and property damage.

SIGNATURE OF REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

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 APPROVED       DISAPPROVED

TRANSPORTATION DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_