

## Transportation Requests

Please follow the following procedure when requesting either a bus or school vehicle:

1. **Contact Denny** preferably by email for vehicle availability. Within that email please state, destination, leave & return times, type of vehicle, number of passengers and purpose of travel. Denny will reply by email to verify availability of vehicle.
2. **Submit the District Travel Request form** to the building principal **1 week prior** to the date of travel. \*(Principals will review requests and submit approved requests directly to the bus barn for scheduling with a copy to the Superintendent's office.)
3. When approved paper travel requests are received by Denny he will verify by email with staff that the process is complete and indicate vehicle and or driver details. The top copy of the request will be returned also as verification and to be used for reimbursement purposes as necessary
4. The transportation department will fill request only for those trips with completed paperwork. If paperwork is not complete, vehicle use will be denied and incomplete paperwork returned. If a staff member uses their personal vehicle as a result of incomplete travel request procedure, they will be reimbursed at the lower mileage rate.

\*Exception:

Travel requests for events for which staff have received less than a week's notice will require the Travel Request form to be completed on a "walk thru" basis by the staff member making the request. Person(s) requesting travel will need to take the travel request form for required signatures directly to Principal, Superintendent, and then transportation (Denny).

### **Transportation of students will be scheduled by bus whenever possible.**

In the event that a bus is not available, utilization of the district vehicles for student travel will consider the following:

- Availability of a professional driver
- Distance and time of travel
- Road conditions
- Duration of the trip for overnight events.
- Overall length of travel and professional duties not to exceed 12 hours during the time of travel.

**Coaches:** Please use the Sports Travel request form for buses only (available on the district WEB site). Request for school vehicle (cars) should be submitted separately on a specific use basis using the regular Travel Request Form.