

## **Bus Request Guidelines**

To request a bus, Coaches/Sponsor should send a schedule of events listing date, time and location of departure, time and location to return, number of passengers, destination and driver to the Bus Shop. Bus shop will prepare individual sheet for the driver to sign and record mileage. The buses which are kept at Tattnall County High, Glennville Middle, Reidsville Middle, and Collins Schools must have the windows closed after use every day and inspection sheets filled out correctly. We are having too much damage to the floors from water damage, because windows are left down.

Classified staff must have approval from Dr. Gina Williams to drive a bus if that staff member is not employed as a bus driver. Classified staff is limited to 40 hours per week without paying overtime.

If you need the bus shop to schedule a driver, we must have ample time to do so – a month in advance. There are limited drivers available. Should a sponsor / coach want to ensure his / her students attend an event, he / she should contact the Bus Shop to train for a CDL (557-8916).

### **Pre-K Teacher**

Please complete a form for each trip. Please allow time to schedule a driver. Since Pre-K trips are scheduled between routes, there should be no difficulty finding a driver. Please sign form in ink with a color other than black. Give form to driver to turn in to the Bus Shop.

### **4-H**

4-H trips please fill out a form for each trip. Please list other counties that will be going on this trip riding on a Tattnall County School Bus. A roster is required to be turned in to the bus shop listing each student by county 2 weeks prior to trip.

**Tattnall County Board of Education  
Bus Request Form for Competition and Pre-K**

**Transportation Department must have your schedule 2 weeks prior to event.**

**Date:** \_\_\_\_\_ **Driver:** \_\_\_\_\_  
(Please put driver name or DRIVER NEEDED and highlight)

**School:** \_\_\_\_\_ **Teacher/Coach/Sponsor:** \_\_\_\_\_

**Class/Organization/Grade:** \_\_\_\_\_

**# of passengers** \_\_\_\_\_ **# of Wheelchairs to be transported:** \_\_\_\_\_

**Date(s) of Trip:** \_\_\_\_\_

**Purpose of Trip:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Departure Time:** \_\_\_\_\_ **Departure Location:** \_\_\_\_\_

**Return Time:** \_\_\_\_\_ **Return Location:** \_\_\_\_\_

**Principal's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

E-mail to Tyrone Griffin [tgriffin@tattnall.k12.ga.us](mailto:tgriffin@tattnall.k12.ga.us) and copy to Frances Byrd [fbryd@tattnall.k12.ga.us](mailto:fbryd@tattnall.k12.ga.us) or Fax this form to Tyrone Griffin at 912-557-8918. TCBOE must give approval for out of state and/or overnight trips.

**LIST OF STUDENTS AND CHAPERONES SHALL BE GIVEN TO SCHOOL OFFICE AND BUS DRIVER BEFORE DEPARTURE.**

This form must be given to the bus driver to be turned in for payment or to track bus information. Overnight expenses for meals and lodging of the bus driver will be paid by the organization sponsoring the trip. Sponsor will need money for fuel.

4-H trips - please fill out a form for each trip. Please list other counties that will be going on this trip riding on a Tattnall County School Bus. A roster is required to be turned in to the bus shop listing each student by county 2 weeks prior to trip.

**Bus Driver:** \_\_\_\_\_ **Bus Number:** \_\_\_\_\_

**Beginning Mileage:** \_\_\_\_\_ **Ending Mileage:** \_\_\_\_\_

**Driver's Time Log:      Maximum of 16 hours in one day**

**Date:** \_\_\_\_\_ **Beginning Time:** \_\_\_\_\_  
**Ending Time:** \_\_\_\_\_ For all trips, driver's time is to be verified by the sponsor. Form must be turned in to the bus shop with that week's time sheet.

<p><b>Teacher/Coach/Sponsor</b> Original Signature (After Trip Is Completed): _____ <b>DO NOT USE BLACK INK</b></p>
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