

METROPOLITAN SCHOOL DISTRICT OF MARTINSVILLE
Application for use of School-Owned Vehicles

Date of Application _____ (submit to Transportation two weeks prior to trip date)

School _____ Organization (grade/club/activity) _____

Teacher/Sponsor _____ Teacher/Sponsor email _____

Destination Name _____

Destination Address _____

Departure Location (door/location on grounds) _____

Departure Date _____ Departure Time _____

Return arrival at school _____

Number of students to be transported _____ Number of adults _____

Equipment requested Wheelchair lift _____ Storage _____

Special Purpose Bus with sponsor driving _____ Special purpose bus with paid driver _____

Itinerary: _____

All field trips within Morgan, Monroe, Marion, Johnson, Owen, and Hendricks Counties must be approved by the building principal; all field trips outside of the above counties must be approved by the Superintendent of Schools. Trips including an overnight stay and/or out of state travel must be approved by the Superintendent of Schools and/or School Board.

Principal Approval _____ Date _____

Superintendent Approval _____ Date _____

Trans. Director Approval _____ Date _____

Driver Assigned _____ Bus Number _____

The sponsor, in making this request, agrees to abide by the regulations governing the use of school-owned vehicles as adopted by the Board of Education. If vehicle is available, priority will be given to applications as indicated in Board regulations. Driver shall file a trip report within 24 hours after completion of the trip. An invoice of costs shall be prepared by the Superintendent's office and is due and payable not later than thirty (30) days after completion of trip.

Information

Date availability can be confirmed by contacting the Transportation Department. Email verification of receipt of the trip will be issued. Trips are assigned on each payday Friday and you will be notified of driver assignment and bus number once the trip is assigned.

Teacher/sponsor shall be familiar with directions to/from the destination along with parking requirements/restrictions. Teacher/sponsor shall provide funds for tolls/parking. Provide the driver with your contact number to coordinate trip elements.

Buses must complete unloading at the requesting school no later than 2 pm unless previous arrangements have been approved. Route drivers must be at the middle schools prior to middle school dismissal to receive students.

Bus size and number of buses will be determined by the transportation department. The majority of buses are 66 or 72 passenger with three persons per seat. Total available seats therefore are 22 or 24. Buses with wheelchair lifts seat less students.

Items must be secured within the bus to prevent movement. Items cannot block the aisle or any emergency exit. Some buses provide limited storage; therefore if item(s) cannot be safely stored alternate transportation of the items may be required.

Supervision of students during the trip is provided by teacher/sponsors seated in various locations on the bus. Multiple sponsors on a trip shall be seated in the rear, middle and front of the bus according to the number of available sponsors.

Special Purpose buses seat a maximum of fifteen students. These white buses can be driven by the sponsor, provided that they have completed the on-line training and additional instruction through the transportation department. Contact the transportation department for information.

MSD of Martinsville Transportation Department

765-342-5597

Fax-765-349-5268

