

METROPOLITAN SCHOOL DISTRICT OF MARTINSVILLE

Application for Use of School-Owned Vehicles

Date of Application _____ (submit to Transportation two weeks before 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 (*All day trips must be back at the home school by 1:30 PM at the latest*) _____

Number of students to be transported _____ Number of staff _____ Number of Parents _____

A standard bus can seat 48 people two in a seat.

The maximum number of passengers on a bus is 72, three in a seat

A diagram is available upon request.

Equipment requested Wheelchair lift _____ Storage _____

By indicating you are driving a Special Purpose bus, you are responsible for cleaning the bus and making sure all trash is removed from the bus upon return.

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 the School Board.

Principal Approval _____ Date _____

Superintendent Approval _____ Date _____

Trans. Director Approval _____ Date _____

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 the vehicle is available, priority will be given to applications as indicated in Board regulations. The 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 the trip.

Date information 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, on Friday, and you will be notified of driver assignment and bus number once the trip is assigned.

The teacher/sponsor shall be familiar with directions to/from the destination, along with parking requirements/restrictions. The 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 1:30 pm unless previous arrangements have been approved. Route drivers must be at the middle schools before 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 passengers with three persons per seat. The total available seats, therefore, are 22 or 24. Buses with wheelchair lifts seat fewer 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.

Please notify district RNs/building clinics of the field trips to ensure medications/student medical needs are addressed while on a field trip. If you have any questions, please reach out to your building clinic.

Supervision of students during the trip is provided by teachers/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 fourteen students. These white buses can be driven by the sponsor, provided that they have completed the online training and additional instruction through the transportation department. Due to the number of trips on certain days, any group that has fifteen or fewer students may be required to utilize and provide a trained driver for a special-purpose (white) bus. Contact the transportation department for information.

MSD of Martinsville Transportation Department
765-342-5597 Fax-765-349-5268