

PROCEDURE FOR RESERVING A BUS FOR FIELD TRIPS

1. Contact the Transportation Department for field trip availability. At this time the Transportation Department will indicate the availability of the bus and any cost for the trip.
2. If there is bus availability, the staff reserving the bus must complete a requisition form with trip information and have it approved by their building principal.
3. When the form is completed it is to be forwarded to the Transportation Department. At this time the Transportation Department will notify you that the reservation has been confirmed and return a copy of the form to the school.
4. The Transportation Department will also indicate on the form any cost associated with the trip.
5. If there should be no bus availability, please direct the information in writing to Mr. Timothy M. Rooney, Director of Transportation via fax or email. Mr. Rooney will in turn inquire with another bussing vendor to verify whether or not they may be able to accommodate you with busses for your trip. Mr. Rooney will call you back with any costs that may be associated with the bussing before confirming with the vendor.