

**AGREEMENT FOR USE OF SCHOOL BUSES**

Date of Request: \_\_\_\_\_

Date Bus Needed: \_\_\_\_\_

Bus Request: \_\_\_\_\_

Time Needed: \_\_\_\_\_

Group Requesting: \_\_\_\_\_

The use of the buses of the school district shall be in accordance with the following rules and regulations:

1. Use of the buses fees shall be assessed based upon the actual state transportation report cost per mile.
2. Driver fees shall be assessed based upon staff employees necessary and available, and at the actual driver contract cost per hour.
3. Requests must be made a minimum of one week in advance. If the request interferes or conflicts with school district use of the vehicle, the request will be denied. The final decision of whether a request will be granted is within the discretion of the administration.
4. Requests must be made by recognized youth organizations and/or groups or organizations sponsoring projects in the interest of the local community, state or national benefit or welfare.
5. The rental period will be negotiated directly with the administration.
6. Adult chaperones may be required to accompany the bus driver and riders.
7. All requests will be charged bus and driver fees.
8. Alcoholic beverages and tobacco products are prohibited on school district vehicles.
9. Whenever damage caused by vandalism or carelessness results, the group shall reimburse the school district for cost of repairs and may be denied further use of school district vehicles. Requests must be made a minimum of one week in advance.
10. The person signing this agreement shall be financially responsible for all costs accrued.

( \_\_\_\_\_ Total Miles Traveled X \_\_\_\_\_ Cost per Mile) + ( \_\_\_\_\_ Total Hours Traveled X \_\_\_\_\_ Hourly Cost of Driver)  
 = \_\_\_\_\_ Total Bus Charge

\_\_\_\_\_  
 Superintendent or Designee

\_\_\_\_\_  
 Group Representative

**Legal References:****Cross References**

**Adopted:** 08/15/16

**Modified:** 09/20/21

**Reviewed:** 06/17/24