



Wilson County Schools BUS REQUEST

2009-2010

Lebanon (615) 443-2622
Fax (615) 443-8746

(YOU MUST FILL OUT 1 REQUEST FOR EACH TRIP)

Individual Requesting Bus:
Phone #

School:
Date of Trip:
Group Taking Trip:
Departure Time:
Return to School By:
Who will be driving?

WHERE ARE YOU GOING?
Place:
Phone #:
Physical Address:
City:
Contact Name:
Do You Have Directions? Y or N (Circle One)

How many Buses?	
How many Students?	
How many Teachers/Adults?	
Total # of Passengers	

Equipment to be carried on bus:

REQUESTS MUST BE SUBMITTED TO THE TRANSPORTATION DEPARTMENT
NO LESS THAN SEVEN (7) SCHOOL DAYS PRIOR TO TRIP!!

Field Trips Subject to Current Board of Education Approved Rates.

The following schedule will be strictly maintained for departure/return times on a school day trip. Please understand, our school routes come first. There are some trips we cannot drive due to the times of the trips. Please take this into consideration when planning. After school driver availability times vary according to the routes.

Mt. Juliet: Depart no earlier than 8:30 am. Return no later than 1:30 pm
Lebanon: Depart no earlier than 8:30 am. Return no later than 2:00 pm
Watertown: Depart no earlier than 8:30 am. Return no later than 2:30 pm

ALL REQUESTS MUST BE APPROVED BY THE PRINCIPAL!!

- STATEMENT OF UNDERSTANDING TO BE SIGNED BY THE PRINCIPAL AND DRIVER:**
- 1) It is the responsibility of the driver to pickup and return the bus to the respective bus shop.
 - 2) Bus must be pre-tripped by the driver
 - 3) Bus must be swept and fueled upon return. Interior of bus must be cleaned if soiled by dirty uniforms.
 - 4) Windows must be returned to the closed position.
 - 5) Bus Yard Gates must be locked if bus is returned after normal hours.
 - 6) Gate keys are to be returned to the principal no later than the next school day.
 - 7) Principal is responsible for assuring designated driver of each activity bus has the proper credentials to operate a school bus. Principal may verify approved drivers through the transportation office.
 - 8) Cost to maintain volunteer drivers credentials is the sole responsibility of the school
 - 9) Drivers of activity buses that fail to comply with all rules and regulations may lose their driving privileges.
 - 10) If the bus is returned to the bus shop and it is found to be not cleaned and/or refueled, the school will pay a \$75.00 penalty.

Driver's Signature: _____
APPROVED BY: _____ DATE _____
PRINCIPAL SIGNATURE _____

Please remember, bus rules do apply for field trips!

Teachers and Chaperones are responsible for helping the driver keep children safe on the bus!