

**NON-SCHOOL TRANSPORTATION REQUEST**

REQUEST MADE BY: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
(Name of person or group = Lessee)

BILLING ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

TRIP INFORMATION: \_\_\_\_\_  
(Destination; please be specific)

LOADING LOCATION: \_\_\_\_\_ # OF PASSENGERS: \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_ a.m. p.m. ON: \_\_\_\_\_ DATE: \_\_\_\_\_, 20 \_\_\_\_\_  
(Circle one) (Day of week)

RETURN BEGINS AT: \_\_\_\_\_ a.m. p.m. ON: \_\_\_\_\_ DATE: \_\_\_\_\_, 20 \_\_\_\_\_  
(Time) (Circle one) (Day of week)

WILL DRIVER(S) NEED TO TAKE, OR PLAN TO PROVIDE, OWN MEAL(S)? \_\_\_\_\_

PLACE OF LODGING (If overnight): \_\_\_\_\_  
[Be sure room(s) is reserved for driver(s)]

PERSON IN CHARGE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

Signed: \_\_\_\_\_ \*  
(Person in charge)

(\*Signature indicates agreement with terms of included Non-School Bus Use Agreement Policy KGA)

Approved: \_\_\_\_\_  
(Superintendent)

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**DRIVER'S REPORT**

NAME (S) OF DRIVER (S): \_\_\_\_\_ PHONE #: \_\_\_\_\_

\_\_\_\_\_ PHONE #: \_\_\_\_\_

ODOMETER (Beginning): \_\_\_\_\_ (Ending): \_\_\_\_\_ MILES DRIVEN: \_\_\_\_\_

DRIVING HOURS: \_\_\_\_\_; WAITING HOURS: \_\_\_\_\_; TOTAL HOURS: \_\_\_\_\_

BUS LEFT CLEAN? (Circle one) YES MODERATELY SO NO

SPECIAL PROBLEMS: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Driver)

Signed: \_\_\_\_\_  
(Driver)

CLAIM APPROVED: \_\_\_\_\_  
(Transportation Supervisor)

**NON-SCHOOL BUS USE AGREEMENT POLICY**

The following terms and conditions will govern the use of buses owned by Sheridan County School District No. 2 (the "District") by persons and entities desiring to use the same for non-school related functions ("Lessees").

1. The use of buses for non-school purposes will be limited to trips within the State of Wyoming, unless the request is in support of an emergency as determined by the superintendent or his or her designee. All non-emergency requests must be made at least ten (10) school days prior to the requested date of the trip, so the superintendent can determine whether the request can be accommodated and whether the same is within the best interest of the District.
2. Trips will be limited to a single 24 hour day unless specifically authorized by the superintendent or as required by an emergency.
3. Buses will be driven by School District drivers in possession of current commercial driver's licenses. More than one driver may be assigned as deemed necessary or advisable.
4. Lessee agrees to reimburse the School District for all driver costs, including but not limited to, driving and waiting time, meals, lodging, benefits and any other necessary and reasonable expenses. Lessee also will be charged and will pay to the School District the School District's current per mile rate, measured from the District's bus barn and the return to the bus barn.
5. Lessee agrees to hold the School District, its agents, employees and representatives, harmless from and to indemnify them for any liability, cost, expense and fees arising from:
  - a. Any claim, demand or cause of action, of any kind or nature, for any injury to or death of any person or;
  - b. Any loss or damage of property occasioned by, arising from or occurring in connection with the use of the School District's bus or;
  - c. The negligence or intentional conduct of Lessee, its agents, employees, representatives or guests, save and except the negligence or intentional conduct of any employee of the School District.

**NON-SCHOOL BUS USE AGREEMENT POLICY (contd.)**

6. Lessee, its agents, employees, representatives and guests will adhere to and abide by the District's rules and regulations regarding use of school buses, particularly those prohibitions against the use or possession of alcoholic beverages, tobacco or tobacco products and non-prescribed controlled substances on the bus.
7. Approval of the use of a school district bus is entirely within the discretion of the Board of Trustees. The School District will not be held liable for any loss, damage or expense in the event of any change, cancellation or other event which prevents the District from providing the bus or driver or which makes the same impracticable or, for any reason, not in the best interest of the District.
8. Lessee will be responsible to clean the bus after use and to return it to the District in the same condition as when Lessee received it. Lessee will be responsible for any and all costs to clean the bus or to repair any damages resulting from Lessees' use of the bus.

First Reading: 9/12/11

Second Reading: 10/10/11

## **BUS RENTAL FEES AND INFORMATION**

This file includes form and information required to reserve a bus. The top half of the “**NON-SCHOOL TRANSPORTATION REQUEST**” form needs to be printed and returned to Sheridan County School District #2, P.O. Box 919, Sheridan, WY 82801 or FAX to 673-5128. Don't forget to take copies for your own records and read the School Board policy (KGA) governing bus rental.

1. Bus rental charges are based on the following:
  - Current rate is \$1.50 per mile for the bus
2. Driver's wages are in addition to the mileage charge for the bus:
  - Driving time for the bus driver is based on his/hers hourly wage  
The current range for driver's wages is \$14.45 to \$21.10 per hour
  - Current wait time (when not driving) for the bus driver at \$9.00 per hour.
  - In addition, a 21.22% up-charge is levied to cover benefits on the bus driver wages (applies to both driving and waiting)
3. Bus mileage and driver wages begin when the driver shows up at the Bus Garage to check the bus out, until they return from the trip and park the bus.
4. Request at least two weeks in advance, by phone (Transportation Director at 672-3105).
5. Call to confirm trip one week in advance.
7. Some drivers bring their own lunch, but it is advised to include them in your meal count.
8. Do not assume driver will know how to get to your destination.
9. Be specific about loading location and provide driver with itinerary if available.
10. Maximum seating capacity is 44 adults on our larger buses.
11. There is NO AIR CONDITIONING.
12. Trips can only be taken inside the borders of Wyoming.
13. If there are any questions please call 672-3105 and ask for the Transportation Director.