



EASTERN GREENE SCHOOLS



Corp/Activity Bus Usage Form

PLEASE NOTE: This form must be submitted at least five (5) days prior to the requested date.
This will help to eliminate conflicts.

Driver's Name: _____ Group/Activity: _____

Destination: _____ Coach/Sponsor: _____

Activity Date: _____ No. of Students Riding _____

Activity Reason/Purpose: _____

Departure Time: _____ Return Time: _____

Principal (Class Trip)

Signature _____ Date _____ Approved _____ Denied _____

Athletic Director (Athletic Trip)

Signature _____ Date _____ Approved _____ Denied _____

Superintendent

Signature _____ Date _____ Approved _____ Denied _____



Corp Bus _____ Activity Bus* _____ Paid by Fund _____
**cannot exceed 14 students*

Bus No.: _____



USAGE REMINDERS

See attached MEMO for all rules & regulations.

- Keys must be picked up at the Central Office during the hours of 7:30 am – 4:00 pm.
- Smoking or use of tobacco products **is not permitted** in the bus.
- Eating or Drinking in the bus is at the discretion of the Coach/Sponsor.
- Coach/Sponsor **must inspect** the bus at the end of each trip for cleanliness and **remove all trash.**
- All Eastern Greene Schools Student Conduct Guidelines apply to all field/athletic events.
- Coach/Sponsor must fuel the bus at the end of each trip.
- **Corporation Fuel Tanks** are located off the back drive beside the Maintenance Barn in the fenced in area.
**Log gallons used – clipboard is located on the fence to the left of the fuel pumps.*
- **Coach/Sponsor report any problems with the bus** to the Central Office immediately.

Previous Group/Team bus privileges can be suspended if the bus Is reported trashed and/or with an empty fuel tank by the next user.