

Summit Schools Bus Reservation Request '07-'08

Call 734/955-1730) to confirm availability or email to mgriffi@summit-academy.com. Fax form to 734/955-1737 or inter-office mail hard copy. Once reservation is received and booked, you will receive a billing/booking number via Summit email. Thank you in advance for your cooperation.

Name: _____ Date: _____

Building: FR Elem. North Elem. MS HS Room: _____
 (Circle one please)

Responsible party for billing: _____

Departure from school	
Arrival at location	
Departure from location	
Arrival back at school	

(Please fill in times to the best of your knowledge)

Date of Field Trip: _____

Number of busses needed: _____

A typical bus carries 65 small passengers (first/second graders at 3 per seat or 43 larger passengers at 2 per seat.

Special Instructions for Teachers/Chaperones

1. Please assist the driver with unacceptable student behaviors (i.e. – screaming, moving seat to seat with bus in motion, jumping on or over seats.)
2. This is best helped if chaperones will strategically sit in the very front seat of the bus and another in the very rear of the bus.
3. If you have multiple busses, then those chaperones or parents who might be driving their own cars MUST follow the LAST bus only.
4. Please try to limit the eating and drinking by your class as busses left dirty may be billed a cleaning charge.

Field Trip to where: _____

Address: _____, City _____ Phone _____

Special Instructions: _____

- **PLEASE** attach a map(s) for directions. You can get a map at www.mapquest.com.
- **Cost is \$25/hr for the driver and \$1.50/mile for the bus.**

Administrator Approval: _____ Date: _____

(Please do NOT write below this line. It is for transportation use only.)

Date approved: _____ Init: _____ Order#: _____

Driver Assigned: _____ Bus # assigned: _____

Starting Mileage: _____ Ending Mileage: _____ Total Miles: _____

Actual Starting Time: _____ Ending Time: _____ Total Time: _____

Driver out of pocket expenditure (for tolls, parking, etc.):\$ _____

Teacher Signature: _____