

# Grass Lake Community Schools

899 S. Union Street -- Grass Lake, Michigan 49240

## TRANSPORTATION REQUEST

*Please fax completed form to 522-8195*

School Building  Today's Date

Date of Requested Trip  Day of Week

Grade(s)  # of Students  # of Adults

Teacher(s) to accompany students

**Note: There should be a minimum ratio of 1 adult to 15 students on each bus.**

Destination(s)

Time planned to leave school  From what school exit

Time planned to be back at school  Total number of miles (round trip)

Reason or purpose of trip

Describe Benchmarks/  
Expectations to be achieved by trip

**Note: All field trips must be paid for by outside sources.**

**Rate = \$2.10 per running mile per bus + each driver at \$20.88 per hour (6.30.15)**

Cost of Transportation

Please describe source of funding

Principal Approval  Date of Approval

Superintendent Approval  Date of Approval

# Grass Lake Community Schools Transportation Department

## Field Trip Bus Rules

*(Must be signed by sponsoring teacher/adult before trip till be approved.)*

### **In place to ensure the safety of our passengers and the care of our buses -**

- Chaperones should space themselves throughout the bus for supervision coverage. Students will be moved, if necessary, to facilitate this rule. At least one chaperone is required in one of the back seats.
- Consumption of any food or drink, including gum, on the bus is strictly prohibited.
- Students must remain facing forward.
- Voices must not rise above conversation level. No screaming or shrieking.
- Students are NOT to walk on seats or put their feet on seats for any reason.
- Students must remain in their seats at all times when the bus is in motion and/or in traffic.
- Students must be completely silent at all railroad crossings, and remain silent until the bus has completely exited the crossing area.
- The rear safety door should only be opened upon approval of the driver.
- CD players with headphones are allowed if authorized by trip sponsor/teacher. The buses will NOT be locked or occupied while at the venue. The school and the drivers are not responsible for the security of personal items.
- Students must de-board the bus in the order of front-to-rear.
- Students must remain orderly at all times while boarding, riding, and de-boarding the buses.
- All trash must be removed from the bus at the end of every trip. Chaperones are responsible for checking for cleanliness and checking with the driver before exiting the bus.

I have read and understand the rules and responsibilities detailed above  
and agree to abide by them.

Sponsor/Chaperone Signature (Type name if filling in on-line)

Date