

**Ashe County Schools
Transportation Department
Activity Bus Usage**

Activity Bus # _____ Date _____

School _____ Teacher/Coach _____

Driver _____

Please indicate usage _____ Field Trip _____ Athletics

Destination and address _____

Beginning date/time _____ Ending date/time _____

Beginning odometer reading _____ Ending odometer reading _____

Please briefly inspect the inside of the activity bus and indicate whether or not the bus was free of trash/litter when picked up. _____ Clean _____ Dirty

At the end of each field trip/athletic trip, the teacher/coach in charge will be responsible for making sure that any trash/litter has been removed from the bus and that the bus has been swept. Failure to do so will result in a **service fee of \$25 to the school**. If the bus **was not clean** when you picked it up, please indicate above.

Before students board the bus, please check to make sure that the bus has sufficient fuel to reach your destination and return. Activity buses that return from a trip prior to 5:00 pm need to be refueled at the Bus Garage before being returned to the school parking lots. Failure to do so will result in a **service fee of \$25 to the school**.

Students are not to enter or exit buses through the emergency exit at the rear of the bus except in case of an emergency. The cost of damages to emergency exit doors caused by misuse will be paid by the school.

If for any reason the activity bus that has been assigned for your trip is not in the school parking lot, please call the Bus Garage @ 846-9103 (if before 5:00 pm) to receive another assignment number. If after 5:00 pm, the use of any available bus will be acceptable. Please notify the Bus Garage by email the next work day if this occurs.

Please remember—bus drivers must be in possession of a medical pocket card when driving for **any out-of-state** field trip or athletic event.

Please return the completed form to the Bus Garage. Thank you.

**Ashe County Schools
Transportation Department
Activity Bus Usage Guidelines**

At least one week's notice will be required in order to reserve an activity bus. Please e-mail **BOTH Shea** shea.coldiron@ashe.k12.nc.us and **Debra Phipps** debra.phipps@ashe.k12.nc.us. Information needed should include dates and times for bus pick up for field trips/athletic trips, as well as anticipated date/time of return. The requesting area will be e-mailed the assigned bus number for their trip.

A **service fee of \$25** for in-county field trips or **\$50** for out-of-county field trips will be assessed to the school requesting the activity bus if the trip is cancelled and Transportation is not notified before the trip was to have taken place.

A **service fee of \$25** will be assessed to the school requesting an activity bus if trash/litter is not removed by the responsible personnel at the end of each trip. A broom has been placed on each activity bus.

If the bus returns from a trip **PRIOR to 5:00 pm**, a **service fee of \$25** will be assessed to the school requesting an activity bus if the bus is not refueled at the Bus Garage before being returned to the assigned school parking lot. Staff are to be reminded to check activity bus fuel levels before leaving for trips to make sure that the buses have sufficient fuel to reach their destination and return.

Students are not to enter or exit buses through the emergency exit at the rear of the bus except in case of an emergency. The cost of damages to emergency exit doors caused by misuse will be paid by the school.

Activity buses are to be picked up and returned to their assigned school.

Forms will be placed on activity buses which must be completed by the appropriate teacher/coach. These forms should be returned to the Bus Garage after each trip.