

Southwest Allen County Schools Charter Bus Procedures

Field Trips: Charter Bus

1. Complete Field Trip Request form (including Appendix B; Charter Bus Procedures).
2. Secure Principal's approval.
3. Secure Director of Transportation's approval for the charter bus company you want to use.
4. Secure Assistant Superintendent's approval for overnight, out-of-state, or out-of country.
5. Secure Director of Transportation's signature of bus contract. (Only the Director of Transportation is authorized to sign all charter bus agreements/contracts after approvals have been made.)

Notes:

- The applicant and building principal will be the coordinators between the school and charter bus company as it applied to the trip.
- The applicant, upon receiving all the approvals, will finalize the field trip plans. (No commitments, financial or legal, may be made until this step is completed.)

Name of the charter bus company you are requesting

Name of the contact person at the charter bus company

Signature of Requestor

School

Signature of building administrator