

# Extracurricular Bus Contract – 2011 / 2012

(See Instructions on Reverse Side)

## Section I

This is to certify that \_\_\_\_\_ is under contract with the Southern Tioga School District to provide transportation of students to and from school during the 2011-2012 school year. By notice of this contract, he/she is authorized to provide extracurricular and field trip transportation in accordance with the following schedule.

School: \_\_\_\_\_ Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Requested by: \_\_\_\_\_

Estimated Number of Miles : \_\_\_\_\_

Route: *(Please list the destination - including all stops along the route)*

Approved by: \_\_\_\_\_  
(Athletic Director / Student Activities Director Signature)

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## Section II

Bus / Van #: \_\_\_\_\_ Capacity \_\_\_\_\_ Driver Name: \_\_\_\_\_

Beginning Odometer \_\_\_\_\_ Location: \_\_\_\_\_

Ending Odometer \_\_\_\_\_ Location: \_\_\_\_\_

Driver Verification Following Trip: \_\_\_\_\_  
(Driver Signature)

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## Section III

Trip has been satisfactorily completed and payment is requested.

Total Miles \_\_\_\_\_ X Rate/Mile \_\_\_\_\_ = \_\_\_\_\_

TOTAL DUE

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(Contractor)

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(Principal Signature)

## Extracurricular Bus Contract Instructions

1. All extra-curricular transportation shall be paid on a port to port basis, from the home school to the activity and back to the home school. No payment will be made for miles between the contractor's garage and school unless prior arrangements have been made or special circumstances exist.
2. Principal or his/her designee shall complete Section I, and present the contract to the contractor prior to the trip.
3. Contractor shall provide contract to the driver who shall carry it on the bus during the activity as authorization to provide the service.
4. Driver shall complete Section II, sign the form and return it to the contractor following the activity.
5. Contractor shall complete Section III, sign the contract, and submit it to the building principal for approval.
6. Building principal shall review the contract, sign (if appropriate) and forward to the Business Administration Office for payment.