

PALMYRA PUBLIC SCHOOLS

Request for School Bus Transportation

An individual Request for Transportation should be submitted for each Trip requiring school bus transportation

1. All Trip Requests require Board of Education approval. **Requests for Transportation must be submitted at least five weeks prior to the Board meeting preceeding the Trip date** in order to be processed and placed on the agenda.
2. Request for Transportation should be submitted directly to the Athletic Director for processing. (Trip requests should be submitted to the Building Principal)
3. Transportation fees must be submitted to the Business Office at least 48 hours in advance of the Trip date. Questions concerning the applicability of fees should be discussed with the Building Principal.
4. School Bus Transportation for Trips is limited to 120 round trip miles. School Bus Transportation beyond this limitation will not be approved.
5. Transportation fees are assessed on a per bus basis.

Maximum Bus Capacity	48 passengers Grade 9-12	52 Passenger Grades K-8
Fees:	Riverton or Palmyra Address	\$78.00 per bus
	Burlington or Camden County Address	\$140.00 per bus
	Beyond Burlington or Camden County	\$170.00 per bus
	Parking and/or Tolls	actual cost per bus

Please fill in all blanks in order to avoid processing delays.

Date of Departure _____ Time of Departure _____

Total Number of Passengers _____ Time of Return _____

Responsible Staff Member _____

Organization or Activity _____

Contact Phone # _____ Contact Location _____

Loading Location _____

Destination _____

Destination Address _____

<u>To be completed by Administration</u>	Fee	# of Buses	=	Totals	Palmyra Buses
Riverton or Palmyra Address	\$78.00	_____	=	_____	Driver: _____
Burlington or Camden County Address	\$140.00	_____	=	_____	Driver: _____
Beyond Burlington or Camden County	\$170.00	_____	=	_____	
Parking and/or Tolls	actual cost	_____	=	_____	Buses Contracted From
		Total Cost	\$	_____	1. _____
					2. _____

Original to: Athletic Director
 Copy to: Buildings and Grounds
 Copy to: Requester

Request approved/confirmed by _____