

PROCEDURE FOR RESERVING A BUS FOR FIELD TRIP

- 1. Call into the Transportation Dept. with field trip date for availability of a bus. At this time the Transportation Department will indicate the availability of the bus and the cost of the trip.**
- 2. If there is availability of a bus, staff reserving the bus needs to complete a requisition form with the trip information and have the building principal sign off on the form.**
- 3. When the form is completed. The form is sent to the Transportation Office. The Transportation Office will indicate that the bus reservation is confirmed. The Transportation Office signs the form and returns it to the school office.**
- 4. On the requisition form, the Transportation office reconfirms the price of the trip and asks on the form that the check paying for the field trip be sent and received by the Transportation Department, at least a week prior to the trip occurring.**
- 5. If there is no availability to utilize Beverly Public School busses, please direct the information in writing to Bill Burke, the Transportation Director, either by fax or email. Mr. Burke will inquire with another bus vendor to see if they can accommodate you with busses. Mr. Burke will call you back with prices and the school can then decide whether he should confirm the trip with the vendor.**