

School Bus Driver For School Activity/Field Trips

This Permit is NOT VALID until approved by the Transportation Director & Permit No. is assigned

All applications for Permits must be submitted to the Transportation Department five (5) school days prior to date of need.

SUBMIT ORIGINAL ONLY. NO FAXES OR COPIES ACCEPTED.

P E R M I T
SCHOOL ACTIVITY/FIELD TRIP

Pontotoc Ridge Career & Technology Center
354 Center Ridge Drive, Pontotoc, MS 38863
Address

The bus driver should keep this permit with him/her when he/she is making the trip.

Today's Date _____

(To validate and authorize this permit, this box must be filled in at the County Office.)

Permit No. _____

Date Approved _____

Signature of Transportation Director

Name of School Bus Driver _____,

You are hereby instructed to use Bus No. _____ for a trip to _____

You will take _____ pupils under the supervision of _____

You will depart from _____ at _____ o'clock on _____ (date)

and proceed to _____ via _____ and

return by the reverse route to _____ at _____ o'clock on _____ (date).

The school council member for this trip is _____.

(Required by law)

This trip is duly authorized by the rules and regulations of the State Board of Education and the School Board of Pontotoc County School District.

The school personnel in charge of the school Activity/Field Trip must file this order with the Central Office within five (5) days after the trip is made.

Odometer Reading:

Beginning _____

End _____

Miles _____

A. _____ X \$.60 per mile = \$ _____

(Number of miles)

B. Amount paid bus driver for _____ hours = \$ _____

(Minimum federal minimum wage rate per hour)

C. _____ \$ _____

(Name of Substitute Bus Driver)

(Amount to be paid substitute)

Total Due = \$ _____

(A + B + C)

Signature of person in charge of Activity/Field Trip

Signature of bus driver