

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

South Pontotoc Attendance Center  
1523 South Pontotoc Road, 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 South Pontotoc at \_\_\_\_\_ o'clock on \_\_\_\_\_ (date)

and proceed to \_\_\_\_\_ via \_\_\_\_\_ and

return by the reverse route to South Pontotoc 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:	A. _____ X <u>\$.60 per mile</u> = \$ _____ (Number of miles)
Beginning _____	B. Amount paid bus driver for _____ hours = \$ _____ (Minimum federal minimum wage rate per hour)
End _____	C. _____ \$ _____ (Name of Substitute Bus Driver) (Amount to be paid substitute)
Miles _____	
	Total Due = \$ _____ (A + B + C)

\_\_\_\_\_  
Signature of person in charge of Activity/Field Trip

\_\_\_\_\_  
Signature of bus driver