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# THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

## TRANSPORTATION DEPARTMENT

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100 EAST TEXAR DRIVE  
PENSACOLA, FL 32503-2900  
TEL (850) 469-5488  
<http://www.escambiyellow.com>  
STEVEN T. HARRELL, DIRECTOR

### BUS REQUEST FORM

In order to ensure compliance with ESP Master Contract requirements, schools should consult Articles XII.2.L and XII.7.D of the ESP Master Contract before permitting a school-based driver to drive a bus on a trip. School and other District employees may not volunteer to perform work for which employees who have been hired and are entitled to have the opportunity to perform the work are employed. Violations of that requirement will subject the school to a grievance filing that would generally result in an investigation of the extent of that kind of violation and compensation being paid to overlooked employees. Schools shall verify with the Transportation Department that no District school bus operators are available to handle the trip before deciding to utilize a school-based buses and drivers.

School \_\_\_\_\_ Date of Request \_\_\_\_\_

School Point of Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

#### Trip Information:

Departing from \_\_\_\_\_ to (destination) \_\_\_\_\_ on (date) \_\_\_\_\_  
departing at (time) \_\_\_\_\_ and returning at (time) \_\_\_\_\_ on (date) \_\_\_\_\_. We realize the  
Transportation Department will confirm whether a District school bus operator is available for the trip within  
the parameters specified in this form. We need to solidify our transportation plans no later than (date) \_\_\_\_.

This bus  will/  will not leave the State of Florida at any time during this trip. (Only designated buses with  
proper insurance coverage are permitted to leave the State of Florida.)

Odometer reading on departure: \_\_\_\_\_ Odometer reading on return: \_\_\_\_\_

The bus must be refueled upon returning from the trip. If the bus is to be used for an out-of-state trip, the fuel  
key must be reassigned upon pick-up and return; please see the transportation fuel data clerk.

Request approved by (School Official) \_\_\_\_\_

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### TRANSPORTATION DEPARTMENT USE ONLY

Route manager confirmed that District drivers are not expected to be available for the trip.

Route Manager: \_\_\_\_\_ Bus Assigned: \_\_\_\_\_ Date: \_\_\_\_\_

School POC Notified (Date/Time): \_\_\_\_\_