

November 29, 2017

To: Sidney Trustees  
Transportation Supervisor  
Requesting Individual/Group

From: Monte Silk, Superintendent

Re: Transportation Requests—Fees, Policy and Guidelines

### **I. Preface:**

In the absence of a local commercial carrier, various local agencies and non-school groups may request use of the District's transportation services. Use of District transportation by any outside groups is a privilege.

### **II. Board Policy**

#### **NONINSTRUCTIONAL OPERATIONS: Activity Trips**

The use of school buses is limited to school activities unless approved by the Sidney Board of Trustees. On all activity runs, buses will be operated by a District approved bus driver only. On all activity trips, only authorized activity participants, professional staff and chaperones assigned by the high school administration may ride the bus. A duplicate copy of the passenger list will be made for all activity trips and non-school requests approved by the Board. One copy will remain with the professional staff member or assigned driver in charge on the bus and one copy will be given to the Activities Director or Transportation Supervisor before the bus departs.

Non-school requests for District Transportation will be submitted to Board for approval and will be acted on at the next scheduled meeting of the Board. Requests submitted will be consistent with the District policies and educational philosophy of the Board. Use of District transportation for school purposes has precedence over all other requests. Requesting persons or organizations must abide by the District's conduct rules and all applicable transportation policies. Non-school groups will be assessed fees deemed necessary to cover equipment costs, personnel costs, and costs of any and all damages as a result of use of the District's transportation equipment. Non-school organizations will be required to complete the designated transportation request form for approval by the Sidney Board of Trustees.

### **III. Transportation Fee Structures**

All transportation fees are based on comparable rates and are provided for in the following table. It should be further understood that MCIs will not be used for any request that would require extensive off-road use as they are not designed for dirt roads.

Transportation Fees			
District	Hourly Rate	4hrs	Per/Hour after 4hrs
MCIs	\$ 125.00	\$ 500.00	\$ 100.00
Yellow Busses	\$ 75.00	\$ 300.00	\$ 50.00

Questions pertaining to the fee structure may be directed to the Transportation Supervisor at (406) 433-6370 or the Superintendent of Schools at (406) 433-2366.

## Non-School Agency Transportation Request Form

The Sidney School Board of Trustees, School Districts No. 5 and 1, provides for the use of District Transportation services by non-school agencies, provided the following conditions and fees are agreed to. All requests must be approved in advance by the Sidney Board of Trustees.

### I. Contact Information:

Requesting Non-School Agency: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Name and Address of Person/Group responsible: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell/Phone Number: \_\_\_\_\_

### II. Transportation Information:

Date (s) Requested: \_\_\_\_\_ Time of Departure: \_\_\_\_\_  
Month/Day/Year Pick up Point: \_\_\_\_\_

Time of Return: \_\_\_\_\_

Drop off Point: \_\_\_\_\_

Type of Bus Requested:  MCI  Yellow Bus

Number of Buses Requested: \_\_\_\_\_ Estimated number of passengers: \_\_\_\_\_

*\*Note: person in charge must provide a duplicate list of passengers at the time of departure.*

General Description of Itinerary: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### III. Billing Information: Name and Address of person/group responsible for making payment:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Please Submit completed form to Transportation Supervisor for pre-review. Transportation Supervisor will forward to Sidney Board of Trustees for approval.**

\_\_\_\_\_  
Transportation Supervisor Date Requesting Person/Organization Representative Date

For Office Use Only--Fees			
Driver (s) Assigned	Hours on Duty	# of MCI Bus (es):	# of Yellow Bus (es):
		Base Hourly Rate (4hrs): \$125.00/bus	Base Hourly Rate (4hrs): \$75.00/bus
		4+ hourly rate: \$100.00/bus	4+ hourly rate: \$50.00/bus
		Total Base Hours:	Total Base Hours:
		Base Hours X Rate:	Base Hours X Rate:
		4+ Hours X Rate:	4+ Hours X Rate:
		Total Rate Fee:	Total Rate Fee:
		Other Fees:	Other Fees:
		Amount Due:	Amount Due:

Amount Due Payable to: Sidney Public Schools, 200 3<sup>rd</sup> Ave SE, Sidney, Montana 59270