

## BUS RENTAL AGREEMENT

This Bus Rental Agreement ("Agreement") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between the Board of Education of Boone County, Kentucky and

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

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

Phone: \_\_\_\_\_ (the "User").

In addition to the Outside Group Trip Request form, which is incorporated by reference herein, User agrees that all members of User's group shall obey all driver instructions. Failure to do so may result in the driver delaying or cancelling the trip.

In the event a bus is damaged by anyone in User's group, User is liable to the Board for the cost to repair such damage.

By signing below, User agrees that he/she has read this Agreement in its entirety, as well as the Outside Group Trip Request form, and understands their terms, and agrees to be bound by them.

### USER:

\_\_\_\_\_  
Group Name (if applicable) (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
By (name and title of person signing) (Please Print)

\_\_\_\_\_  
Signature

**Use of Buses by Outside Groups**

The Board may, at its discretion, enter into contracts to lease Board-owned vehicles to outside groups or individuals. Such lease agreements shall include the following express conditions:

1. School buses may be used only when they are not being used for school purposes. They shall not be used at any time that may conflict with their availability for school use.
2. School buses shall only be leased or rented in exchange for reasonable and adequate compensation.
3. Groups or individuals contracting for the use of school buses shall show evidence of insurance sufficient to cover all liability and losses of all persons who might reasonably be held responsible including the members of the Board of Education and the District. The Board shall be listed as an additional insured.
4. The groups or individuals using the vehicle or vehicles shall carry adequate collision insurance to cover the value of said vehicle or vehicles.

**REFERENCES:**

KRS 160.305

OAG 75-643

**RELATED POLICY:**

06.14

Adopted/Amended: 5/11/1995

Order #: E3

**Authority for Use of Buses**

**APPROVAL FROM SUPERINTENDENT**

Any use of school buses beyond the daily routing schedules will require approval from the Superintendent or the Superintendent's designee.

**REFERENCES:**

KRS 157.370

KRS 158.110

702 KAR 005:030

**RELATED POLICIES:**

06.5

09.36

Adopted/Amended: 3/11/1993

Order #: 7

# Instructions to Complete Trip Request

## Outside Groups

- Trip requests **must be submitted 10 working days** before the departure date.
- If your time will be determined at a later date, please check the appropriate box and put 0:00 in all time boxes.
- Night/Weekend buses will be available after 4:30 pm on school days and anytime on non-school days.
- Contact information for the Trip Sponsor must be completed on the form. Please provide phone numbers to be used for **after school hours and during the trip**.
- Capacity is 46 people per bus.
- All trips may have up to 45 minutes administrative time (travel, pre-trip) beyond actual trip time.
- **No luggage, coolers, tables or glass objects are permitted on a bus.** Only small bags or instruments that fit in the student's lap are permitted by State Law.
- **No animals are allowed on buses.** Exceptions are made for service animals only.
- Please indicate where you would like to load the bus; front door, gym, cafeteria, bus loop, etc.
- You may be subject to additional time to clean the inside of the bus due to the condition of the bus at the end of the trip.
- Trips not canceled by 8:00 am on a school day or 24 hours for Night/Weekends are subject to a cancellation fee.
- Please call 859-462-9103 for after hours assistance on the day of the trip.
- You can Submit, Print, or Reset the form using the buttons at the bottom of the form.

## Transportation Department Contacts

### Field Trip Supervisor

Nick Greer, ext. 25211 or 384-5340

[nicholas.greer@boone.kyschools.us](mailto:nicholas.greer@boone.kyschools.us)

# FIELD TRIP ESTIMATE WORKSHEET

## Outside Groups

- Fill in all of the blue boxes.
- Round the Trip Time to the nearest 15 minutes.
- Trip Time must be entered as fraction of the hour for this page only (15 minutes = .25, 30 minutes = .50, 45 minutes = .75).
- Use [google maps](#) to determine estimated round trip mileage.
- Administrative Time includes time for the driver to pre-trip the bus.
- Additional time will be billed if the interior of the bus/buses require cleaning after the trip.
- A different route may be taken as we will be ensuring the route is accessible for a school bus.
- Estimate will always start with Administrative Time figured in.

A formal estimate will be sent to you approximately 2 weeks prior to the field trip. If you need any assistance,

Please contact Nick Greer ext. 25211 or call 859-384-5340.

Hourly Rate	<u>\$ 40.00</u>
Mileage Rate	<u>\$ 4.10</u>
Administrative Time	<u>0.75</u>
Trip Hours	<u>                    </u>
Round Trip Mileage	<u>                    </u>
<b>Estimated Cost</b>	
Time Charge	<u>\$ 30.00</u>
Mileage Fee	<u>\$ 0.00</u>
Per Bus Cost	<u>\$ 30.00</u>
# of Buses Requires	<u>                    </u>
<b>Total Estimated Cost</b>	<b><u>\$ 0.00</u></b>

# Outside Group Trip Request

Please read the instructions before completing this form. If you have any questions, see the Transportation Department contact list at the bottom of the instruction form.

Organization Name \_\_\_\_\_ Date of Request 8/10/17  
Organization Address \_\_\_\_\_  
Organization Phone Number \_\_\_\_\_  
Contact Name \_\_\_\_\_ Contact Cell Phone \_\_\_\_\_  
Destination Name \_\_\_\_\_ Date of Trip \_\_\_\_\_  
Destination Phone # \_\_\_\_\_  
Destination Address \_\_\_\_\_  
Destination Instructions \_\_\_\_\_  
Loading Location \_\_\_\_\_  
Loading Time \_\_\_\_\_ Departure Time \_\_\_\_\_  
Loading Time at Event \_\_\_\_\_ Departure Time from Event \_\_\_\_\_  
Return Time \_\_\_\_\_  
Number of Passengers \_\_\_\_\_ Number of Buses requested \_\_\_\_\_  
Additional Comments \_\_\_\_\_  
PO Number \_\_\_\_\_

## For Transportation Use Only

Trip Approved by \_\_\_\_\_ Superintendent's Office  
Date Received \_\_\_\_\_ Trip Number \_\_\_\_\_  
Internal Approval \_\_\_\_\_  
Date Estimate Sent \_\_\_\_\_ Fax Email Date Assigned \_\_\_\_\_  
Date Billed \_\_\_\_\_

Submit

Print

Reset