

# Summit Academy Bus Reservation Request 2024-2025

Call 734/941-1750 to confirm bus availability or email to [mgriffi@summit-academy.com](mailto:mgriffi@summit-academy.com). Scan the original form to email or inter-office a hard copy to my office. Once the reservation is received and booked, you will receive a billing/booking number via Summit email. Thank you.

Staff Member: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Building:        ELC        North Elem.        MS        HS        Room/Dept: \_\_\_\_\_  
(Circle one please)

To be paid for by:    Students \_\_\_\_\_    Dept. Funds \_\_\_\_\_    Summit Academy C.O. \_\_\_\_\_

Bill to be sent to: \_\_\_\_\_

Bus Arrival at School:	
Arrival at location:	
Departure from location:	
Arrival back at school:	

(Please fill in times to the best of your knowledge)

### Special Instructions for Teachers/Chaperones

1. Please assist the driver with unacceptable student behaviors (i.e. – screaming, moving seat to seat with bus in motion, jumping on or over seats.)
2. This is best helped if chaperones will strategically sit in the very front seat of the bus and another in the very rear of the bus.
3. If you have multiple busses, then those chaperones or parents who might be driving their own cars MUST follow the LAST bus only.
4. Please try to limit the eating and drinking by your class as busses left dirty may be billed a cleaning charge.

Date of Field Trip: \_\_\_\_\_

A typical bus carries 77 small passengers (first/second graders) at 3 per seat or 51 larger passengers at 2 per seat..

Number of buses needed: \_\_\_\_\_

Field Trip to where: \_\_\_\_\_

Address: \_\_\_\_\_, City \_\_\_\_\_ Phone \_\_\_\_\_

Please pick up my students in the at which school door? \_\_\_\_\_

Special Instructions: \_\_\_\_\_

- **PLEASE** attach a map for directions for the driver(s) \*\*\* Building administrator must sign this bus form \*\*\*
- **First 3 hours is \$100, then up to 6 hours is \$200 and \$35/hour after 6 hours. First 60 miles are free, then \$2.00/mile thereafter.**

Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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(Please do NOT write below this line. It is for transportation use only.)    Summit    Triumph    Other: \_\_\_\_\_

Order#: \_\_\_\_\_ Driver:: \_\_\_\_\_ Bus # \_\_\_\_\_

Start Mileage: \_\_\_\_\_ End Mileage: \_\_\_\_\_ Total Miles: \_\_\_\_\_

Bus Stage Time: \_\_\_\_\_ Depart Time: \_\_\_\_\_ Return Time: \_\_\_\_\_ Total Time: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Please attach a map!!