

Washington County School District Form #707 Charter Bus Payment Checklist

Trip # _____

- Trip was approved in the official Fee Schedule Spend Plan.
- Trip is a region event, or a playoff activity required as part of the program.
- Current blackout times were observed to the extent possible for the program.
- Trip request was entered at least 10 days in advance. (Request Date: _____)
- Driver bid meetings for the trip date have passed (a school bus is not available).
- Trip date and/or time is unable to be altered to accommodate a school bus.
- Students cannot reasonably be shuttled using SUV's. (Or SUV's were not available.)
- If charter cost exceeds \$1,000, 2 bids are required. (One bid is acceptable if the 2nd company is unavailable and documents that in an email).

ATTACH

- A detailed itinerary.

(Any optional activities that extend the use of the charter will be paid for by the school.)

----- **District Office Use Only** -----

District Administration approves the trip as reasonable and necessary.

District Administrator

Transportation Director verifies that a school bus was not available.

Transportation Director

Charter Company: _____ Total Cost: _____

School Portion: _____ Account: _____

(Equal to cost of school bus)

District Portion: _____ Account: _____

(Difference between charter cost and school portion)

Business Administrator Approves District Funds to supplement cost of Charter Service.

Business Administrator

Date

Please send the form with the top half completed to Stacie White at stacie.white@washk12.org. You will be notified once district approval has been given.