



**Seneca Nation of Indians
Department of Education
Allegany Territory**

Bus Request Form

Name: _____ Date of Request: _____

Organization: _____

Responsible Person/Party's Name (Please Print): _____

Phone Number: _____ Emergency Number: _____

Date Needed: _____

Time Needed: _____ Return Time: _____

Number of Passengers: _____ Destination: _____

Driver Name: _____ Driver Signature: _____

Phone Number: _____ Emergency Number: _____

Bus Number:

- 135

All drivers must be on file with the SNI Department of Education and the SNI Transportation Department. Each person must have on file a current Driver abstract, a medical Clearance card, and a valid License (CDL passenger endorsements).

Responsibilities for requesting use of Bus

1. ____ The Education Department will notify user of final approval prior to departure date.
2. ____ The user is responsible for refueling after trip
3. ____ the user is responsible for the cost of fuel
4. ____ The user is responsible for all toll charges
5. ____ The Adults and chaperones on the bus are responsible for the supervision and safety of **ALL** passengers on the bus. They must be watched at all times. See bus rules.
6. ____ All requests must be submitted two weeks prior to the date needed.
7. ____ All request submitted must be within a 300 mile radius ROUND TRIP. Any request over the 300 mile radius must be approved by the Education Director.
8. ____ The Driver and Users are responsible to clean the bus after returning from a trip. The person signing the usage form is responsible for ALL damages.

I have read all information pertaining to this request and initialed next to each responsibility. I understand the rules and responsibilities for using the Education Department Bus.

By signing below I also take full responsibility for all compliance.

Responsible person/party's signature: _____ Date: _____

Office use only:

Intake signature: _____ Date: _____

Bus Driver Signature: _____ Date: _____

Education Director Signature: _____ Date: _____

____ **approved**

____ **denied**

Confirmation sent to: _____ Date: _____