The county owns several spare buses that may be used for school sponsored field trips under either of the following conditions:

1. When a contractor owned school bus is not available;
2. When trips are authorized by the Superintendent or his/her designee.

County-owned school buses may not be used by contractors or contract drivers for either school sponsored or non-board sanctioned out-of-county field trips which the contractor has negotiated independent of the Public Schools.

These buses are housed a distance from any school. A delivery and return fee of $20.00 will be charged for each field trip. The driver will receive $8.00 and the county $12.00 of this fee. Mileage and operation costs and the driver's reimbursement for mileage will be figured on distance traveled from the school and return to the school.

The sponsor of the field trip is responsible for leaving the bus in the same condition as a teacher would leave the classroom at the end of the day. The sponsor should check the bus and see that it is reasonably clean before leaving the bus.

Arrangements for the use of these vehicles will be handled through the transportation office. Requests should be made a reasonable time in advance of the trip and a written approval should accompany the request.