

Bus Requests Information & Guidelines

ALL Bus Requests will be submitted via the district webpage (field trips & extra-curricular)

*There must be a 5 working day minimum notice from the time the bus request is submitted to when the bus is needed (our drivers are not contracted to work full 8 hour days – many of them have extra contracted runs at various times during the day & are not available, others have another job they go to between their morning & afternoon bus runs – this is why planning ahead is essential, not to mention the number of drivers we currently have are limited)

*If you plan to do a walking field trip for your students, **ALWAYS** plan for the potential of rain & submit a bus request – it is best to have a bus scheduled for your trip and cancel the day before/day of, rather than expecting one to be available at the last minute (you can note in your request that you prefer to walk if weather is suitable – cancel by calling Ronnie if necessary)

*Also note: when picking up/dropping off mid-day runs between schools, etc., it is very important for the driver to stay on schedule as that driver likely has another group to pick up after yours (please be accurate on your arrival/departure times when submitting the request)

*Field trips must return to school by 2:00 so the bus driver can prepare for their afternoon run

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The request page can be found by visiting the district webpage and choosing 'Transportation' from the 'Department' drop down menu or by the following link:

<http://www.danvilleschools.net/departments/transportation>