

Procedures for Extra Bus Trips:

- Schools are to send Extra Bus Trips requests to the Director of Transportation for approval.
- Upon approval, the requests are sent to transportation and Form TR006, Section I, is filled out by the secretary for transportation, transferring all-important information onto the extra bus trip report and Pay voucher.
- The bus driver chosen for the trip is given the Extra Bus Trip Report and pay Voucher to be completed by them upon completion of the trip, Section II. It is then to be given to the principal at the school where the trip originated.
- The principal reviews the extra bus trip report and approves/disapproves the trip and sends it to payroll for processing, marking on the extra bus trip the correct strip where it is to be paid from.
- Payroll figures section III of the report and charges \$1.00 per mile for every trip. Copies are then sent back to the school or transportation for reimbursement if necessary or charged to the schools' million account.
- All steps are to be completed as quickly as possible in order to pay bus drivers as quickly as possible.