

Instructions for Schools Using Charter Buses

These guidelines and instructions should be used by Gaston County Schools (GCS) personnel

3) Day of the trip / Departure Checklist

- 9 Provide a copy of W K H F R Q W U D F W D Q G H P H U J H Q F \ F R Q W D F W
- 9 Complete the Charter Bus Pre-Trip Checklist For School Personnel
- 9 Ensure that the completed Charter Bus Pre-Trip Checklist For School Personnel and the Charter Bus Pre-Trip Checklist for Charter Bus Drivers is on file at the school office before departure.
- 9 Validate that the bus company contracted for the trip is using buses from that company. If the buses being used for the trip are from a subcontractor, be sure that the subcontractor appears on the list of approved carriers. If a company being used for the trip does not appear on the approved list of carriers, that bus and company MAY NOT be used for the trip!!
- 9 If any items on the pretrip inspection are unsatisfactory, the bus must not be used until the items are corrected!

4) Upon completion of the trip

- 9 Settle remaining financial matters with the carrier.
- 9 Notify Transportation Department (704.866.6180) any complications incurred with the carrier.

Charter Bus Pre-Trip Checklist For School Personnel

School Administrator/Employee Responsibilities

____ Upon Charter Bus arrival, verify the Carrier that arrives is the carrier contracted for the trip; if not, the Carrier providing the bus(es) must be on the Gaston County Schools approved list of Carriers.

____ Confirm that the proper number of buses and drivers are present, as stipulated in the contract for the trip.

____ Complete the following information (one (1) checklist per bus)

Name of Driver: _____

Destination: _____ Dates of Trip: _____

School Name: _____ Type of Trip: _____

Carrier Name: _____ Bus #: _____

Departure Time: _____ Return Time: _____

No. of Students: _____

Name of Chaperones: _____

____ **Ask the bus driver to complete the Charter Bus Pre-Trip Checklist For Charter Bus Drivers** (Driver must sign the checklist). Note that a separate form is required for each bus!

____ Deliver this form and the form signed by the driver(s) to the School office prior to departure. If trip departs before office is open, leave forms in designated location.

Name of School Employee(s) responsible for Trip: _____

By signing below, I acknowledge that the Charter Bus Pre-Trip Checklist For School Personnel has been followed:

Printed

Signature

Date

CHARTER BUS PROCEDUR

Gaston County Schools
Transportation Department
