



St. Mary's County Public Schools  
 Division of Supporting Services  
 Department of Transportation

Please check below:  
 Board Bus   
 Contractor Bus   
 Chartered Bus

**PROGRAM TRIP APPLICATION**

Bus Number: \_\_\_\_\_ Contractor: \_\_\_\_\_

ALL program trip application **MUST** be submitted to this office **15 days** prior to the day of the trip. Forms not submitted 15 days prior to the trip **WILL NOT BE ACCEPTED. NO EXCEPTIONS!** Schools scheduling or requesting buses and cancel within **24 hours** of the trip **WILL** be charged the full cost of the trip.

Name of School: \_\_\_\_\_ Grade or Group: \_\_\_\_\_

# of Students to be Transported: \_\_\_\_\_ # of Adults: \_\_\_\_\_ Type of Vehicle Needed:  Regular  
 Special Needs

Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Persons Responsible for Supervision on the Bus: \_\_\_\_\_  
 \_\_\_\_\_

Signature of Teacher \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Department of Transportation Approval \_\_\_\_\_ Date \_\_\_\_\_

Notes or Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_

**BUS DRIVER'S TIMESHEET**

Time Trip Began: \_\_\_\_\_ a.m. / p.m. (circle one)

Time Trip Ended: \_\_\_\_\_ a.m. / p.m. (circle one)

Beginning Odometer Reading: \_\_\_\_\_

Ending Odometer Reading: \_\_\_\_\_

TRIP CHARGES:	Cost
Attendant's hours: _____ @ \$ _____ = _____	
Driver's hours: _____ @ \$ _____ = _____	
Mileage: _____ @ \$ _____ = _____	
Tolls/Parking: _____ @ \$ _____ = _____	
<b>Total:</b>	<b>\$ _____</b>

Signature of Bus Driver \_\_\_\_\_ Date \_\_\_\_\_

Department of Transportation Acceptance \_\_\_\_\_ Date \_\_\_\_\_

Note: After school programs must use the weekly transportation form.

**Account Code Required by Applicant (Check One):**

- K – 12 School Activities (Field Trips)  
10.09.150.7700.000.7432 - **School Curriculum Trips**
- Athletics: 10.09.211.7700.000.7430
- Fine Arts: 10.09.080.7700.000.7432
- Career & Tech Ed: 10.09.218.7700.000.7432  
(Approved FBLA, CTE, ROTC)
- Community Base/Special Ed: 10.09.150.7700.000.7205
- Title I: 11.09.150.7700.010.7432
- 21<sup>st</sup> Century Programs: 11.09.153.7700.174.7432
- Starbase Atlantis: 10.09.272.7700.000.7432
- National Academy of Finance: 10.09.055.7700.000.7432
- Environmental Ed: 10.09.101.7700.019.7432
- SMASC/MGA/MUN/MC/Student Summit:  
10.09.110.7700.000.7432
- Student Orientation: 10.09.310.7700.000.7432
- Graduation: 10.09.313.7700.000.7432
- Child Development: 12.09.252.7700.252.7432
- Other: \_\_\_\_\_