

**EAST BATON ROUGE PARISH SCHOOL SYSTEM  
TRANSPORTATION DEPARTMENT**

**REQUEST TO LEASE SCHOOL BUS FOR THE SUMMER**

Requested By:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax # \_\_\_\_\_

Contact Person: \_\_\_\_\_

Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Bus Use:

\_\_\_\_\_

Time of Use: Month(s) \_\_\_\_\_

Date(s)

\_\_\_\_\_

Anticipated Number of Passengers: \_\_\_\_\_ Anticipated Mileage: Per day, per bus: \_\_\_\_\_

**NOTE: BUSES CANNOT BE USED FRIDAYS, SATURDAYS, SUNDAYS OR HOLIDAYS**

1. Any group desiring to lease a bus must be able to secure insurance on the bus to provide coverage of not less than \$1,000,000 bodily injury, \$500,000 property damage and physical damage coverage with deductibles not to exceed \$500.00 for collision and \$250.00 for comprehensive before final approval of agreement.
2. Proof of Workman's Compensation coverage must be presented prior to final approval of agreement.
3. Group desiring to lease bus(es) must employ and permit only drivers who are licensed to drive a school bus by the State of Louisiana and who also meet Federal DOTD Requirements to operate the bus and be currently employed by EBRPSS as a school bus driver.
4. Group desiring to lease bus(es) must pay **\$2.50** per mile, per bus.
5. Group desiring to lease bus(es) must pay driver **\$10.50** per hour, 2 hour minimum. The lessee is responsible for all applicable taxes and withholdings.

Signature of Authorized Person: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Approved by the Administrative Director of Transportation for implementation according to Policy on Leasing by East Baton Rouge Parish School Board.

Denied

APPROVED: \_\_\_\_\_  
Mrs. Catherine Fletcher, Chief Business Officer, East Baton Rouge Parish School Board

Date: \_\_\_\_\_