

# GEORGETOWN ISD



## ACKNOWLEDGEMENT OF BUS GUIDELINES FORM

Use of District buses must meet the policies and regulations of the Georgetown Independent School District, its Board of Trustees, and all state and local laws.

In addition to the previously submitted *APPLICATION FOR BUS USE* form and at least 7 days prior to the scheduling the use of buses, the following must be on file with GISD's Transportation Department:

1. The Acknowledgement of Bus Use Guidelines Form must be completed and signed.
2. A current insurance certificate with limits of at least \$1,000,000 must be provided.
3. A District Release of Liability form must be completed and signed.

Bus use fees will be determined by the Superintendent or designee.

The undersigned agrees to be responsible to Georgetown ISD for the use and care of all buses covered under this agreement and to confirm to all policies and regulations as set forth in the attached Bus Use Agreement Guidelines.

This undersigned represents to the Georgetown Independent School District that is has read the Bus Use Agreement Guidelines and agrees to all provisions contained therein. The undersigned understands and accepts that any violation or deviation from these rules may result in fines or fees and loss of future bus use privileges as deemed appropriate by the Georgetown Independent School District.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

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

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

## APPLICATION FOR BUS USE

Organization: \_\_\_\_\_

Activity/Purpose: Williamson County Sheriff's Office  
Junior Deputy Academy Field Day Activities

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Name of Contact: Stan Prior Phone Number: 512-943-1964  
Cell Phone: 512-517-8098 Email: sprior@wilco.org  
Address: 508 S. Rock St. Georgetown, TX. 78626  
Requested Date(s) of Use: 06/03, 06/04, 06/10, 06/11, 06/24, 06/25 Number of Buses Requested: 1 x 6 days  
Requested Time(s) of Use: various, see attached schedule/itinerary  
Estimated Number of Riders: 30 Number of Applicant's Sponsors: 0  
Signature of Requestor: [Signature] Date: 05/02/2025

### District Use

Application

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Estimated Fee: \$ \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

## DISTRICT RELEASE OF LIABILITY For Facility or Bus Usage

In consideration of its use of the Georgetown ISD facilities or buses, the organization agrees to pay the required usage fees. It also agrees that the Georgetown Independent School District, its Board of trustees,

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Agents, Employees and Representatives shall not be liable to the organization for damage to person or property regardless of whose negligence or acts of omission cause such injury or damage.  
The undersigned hereby waives all defects that may exist on premises to be used by the organization.

\_\_\_\_\_  
Printed Name of Organization

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Representative's Title

\_\_\_\_\_  
Daytime Telephone

\_\_\_\_\_  
Organization's Name

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
City/State/Zip

## SCHOOL BUS USE AGREEMENT GUIDELINES

### Use of Bus Rules and Procedures:

1. The Application for Bus Use must be submitted to the Transportation Department at least 15 working days prior to the requested date.
2. The District will provide drivers for the requested trips.
3. Un-allowed activities on buses:

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- a. Alcohol, tobacco products or illegal drug usage;
  - b. Criminal activity of any type;
  - c. Unsafe activities such as hanging parts of body out windows;
  - d. Standing or sitting in the aisles.
4. Buses must be reasonably cleaned and checked for damage before the completion of the trip(s). The bus user will be responsible for any damages due to negligence or disregard of District property. An additional cost may be assessed to the user regarding any excessive cleaning/repair costs incurred by the District.
5. The District will not be liable for any damages arising out of inclement weather, mechanical or electrical difficulties, delays due to traffic conditions or any other unforeseen events that inhibit completion of the trip in a timely manner.
6. Cancellation of a trip by a user must be submitted to the Transportation Department Director or designee at least 24 hours prior to the event.
7. The user agrees that the District is not responsible for any items left on the bus or lost or stolen.
8. At the conclusion of the trip/event, costs incurred by the user will be billed. The user agrees to pay costs immediately upon receipt of invoices detailing costs.
9. The user agrees to provide a Certificate of Insurance for coverage of its participants.

## **Bus Usage Fees**

1. Fee charges are based on the number of round trip miles traveled and the cost of the driver.
  - a. The mileage rate is \$3.00 per mile.

