



# Spencer Park Primary School Bus Hire Procedure

## Teachers requiring buses for an excursion should:

- Confirm that the excursion is taking place and ascertain cost of the bus hire, and then make the booking quoting the appropriate school order number  
Information should include
  - **number of children and adults**
  - **date for excursion**
  - **times for excursion**
  - **details of payment**
  - **destination**
- Students should pay for the bus hire through the class money payment folder unless the school is covering the cost. (Where possible buses should be booked one week in advance).
- Teachers have a responsibility to ensure all children are accounted for before bus departure from any location.
- When a whole school excursion is taking place, eg Interm swimming, the registrar has the responsibility to:
  - book the buses
  - confirm bookings and cost 2 days in advance of the date required
  - ascertain the cost