

Routing Slip
Chartered Transportation Contract

Proof of Insurance Attached

☐ Yes ☐ No

Trip entered into Trip Planner

☐ Yes ☐ No

School Support Coordinator

☐ Approved ☐ Disapproved

Signature

Instructions:

Obtain signed Contract and Insurance Certificate from Bus Service

(Contracts must be typed and have original signatures)

(Insurance Certificate must list CMCSS as the Certificate Holder)

Obtain signature from School Principal

Forward Contract, Insurance Certificate, and Routing Slip to School Support
Coordinator

School Support Coordinator will forward to Business Office

After approval, Contract will be returned to the school for implementation