

**MARIETTA CITY SCHOOLS  
SPECIAL REQUEST FOR SPECIAL USE OF SCHOOL BUSES**

**Policy EDDA**

**Policy EDDA, Special Use of School Buses, states in part:**

*Community organizations supported by tax money of the City of Marietta may, on a very limited basis, utilize school buses with prior approval of the Board of Education. The use of school buses shall be limited to an approximate fifty-mile radius of Marietta and buses shall be driven by trained and certified school bus drivers who hold CDL Georgia Operator's Licenses with P and S Endorsements.*

*An adequate fee to cover the cost of operating the bus and to cover the salary of the operator shall be paid by the agency requesting the vehicle. Buses shall be clean when returned.*

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- All users must provide a Certificate of Insurance (COI) in an amount of not less than \$1,000,000 aggregate single limit coverage, naming Marietta City Schools as an additional insured on a general liability insurance policy. Additional insurance limits may be required as determined by School District personnel based upon a review of the Application
- Documentation indicating your organization as a non-profit group or organization (recognized as tax-exempt under Internal Revenue Code Section 501(c)(3);
- By execution of the Application, users of School District buses agree to indemnify and hold harmless the Board of Education of the City of Marietta, and any persons whose property may be within said bus, for loss or damage to such property caused by any person or persons riding said bus; or for any damage or injury or other loss, including attorney's fees and expenses of litigation, arising out of the use of facilities.

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**Community organization requesting Transportation:** \_\_\_\_\_

**Date service requested:** \_\_\_\_\_

**Number of buses requested/authorized:** \_\_\_\_\_ for each date. Trips are to various recreational and entertainment venues around the City. None of the trips are beyond the immediate metro Atlanta area.

Acknowledge responsibility to pay \$3.90 a mile and \$ 36.50 an hour for the driver and support services. There is a two hour minimum for each trip. Cancellation of a trip, day of will result in a two hour charge. The requester does acknowledge their responsibility to pay for these services.

**Kimberly Ellis,**  
Transportation Director

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

**Comments:**