



Lincoln Public Schools  
Lincoln, MA 01773

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**ADMINISTRATIVE PROCEDURES FOR SPECIAL USE OF SCHOOL BUSES  
(SYSTEM-OWNED BUSES)**

1. System-owned buses will not be available for personal use by the staff.
2. Buses are to be driven by licensed school bus operators only.
3. System-owned buses are scheduled through the secretary to the Middle School on a first-come, first served basis, for no more than three months and one day per week at a time, except the Hanscom-owned bus. If Hanscom staff need the bus and it has been scheduled for a Lincoln campus field trip, the Hanscom staff will have priority, provided a request to use the bus is made at least 48 hours in advance.
4. When buses are used for field trips, an inspection form must be completed by the driver prior to the start of the trip.
5. Buses are to be filled with gas after each field trip. The driver must indicate the name of the account to be charged on the charge slip or receipt.
6. The Hanscom mini-bus is garaged at the Base Motor Pool; the Lincoln bus is garaged at Town Barn. Buses are to be returned to the appropriate garage at the end of each trip with a full tank of gas.

Accepted by Administrators, 3/15/80  
Reaffirmed at School Committee Meeting of January 21, 1985