

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 10/8/19



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☒ Travel In State ☐ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 10/3/19

To: **Board of Trustees**

From: Teri DeRoche

Title: Transportation Director

Subject: In State Travel to Malta Bus Driver training 2019-2020

Description: Request travel for travel for transportation staff to attend bus driver training hosted by Malta School district on October 18, 2019: Cohrie Lorenzo, Koby Harwood, Wes Wells, Nathaniel Bird Rattler and Desirae Flammond. Bus drivers are required by State law to have 15 hours of Safety training each year.

Financial Impact: \$292.50

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budget for respective building/department/program/grant as applicable.

Attachment(s): Travel Request/Invitation for Training

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

**BUS DRIVER TRAINING
MALTA HIGH SCHOOL AUDITORIUM
MALTA, MONTANA
FRIDAY, OCTOBER 18, 2019
8:00 A.M.**

Malta Public Schools will be hosting a 10-hour bus driver training course for all route and activity drivers.

This training can be used to fulfill 10 hours of your 15-hour state training requirement.

Bruce Kubler, a trainer and driver living in Stevensville will be conducting the training.

You may register by phone or email. Contact either Patrick Sargent at psargent@maltaschools.org or 406.390.0790 or Jane Knudsen at 406.654.1871 or jknudsen@malta.k12.mt.us. Please direct questions to either Patrick or Jane.

Pre-registration is appreciated. Cost is \$200 per school.

Topics of discussion will include, but are not limited to:

- Distracted driving - including hands on
- Hijacking/kidnapping
- Active Shooter on your school bus
- Avoiding Bus Collisions
- Driver Fatigue
- Human Trafficking
- Behavior Management
- Special Needs Information
- Railroad Information

We look forward to seeing you on October 18, 2019!

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample Leave Request
Building Transportation

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10-17-19</u>	<u>8</u>	<u>SR.</u>
<u>10-18-19</u>	<u>8</u>	<u>SR</u>

Employee Signature _____ Date _____

☐ Approved; Condition upon the specific leave being available for the specific employee ☐ Not Approved

Principal/Supervisor _____ Date _____

TYPE OF LEAVE

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

(Master Contract Relationship)

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop Malta Bus Driver Training (Attach Brochure/Agenda)

Location Malta, Mt.

Departure Date 10-17-19

Return Date 10-19-19

Departure Time 8:00 a.m.

Return Time 2:00 p.m.

Transportation: ☐ Personal Vehicle
☒ District Vehicle
☐ Professional Development

Mileage _____ = \$ 0.00

Per Diem 2 days @ \$36 + \$9B + \$12L = \$ 92.00

☒ Registration PO# _____ = \$ 40.00

☒ Hotel PO# _____ = \$160.50

☐ Other PO# Airfare _____ = \$ 0.00

☐ Other PO# Luggage _____ = \$ 0.00

To be reimbursed: shuttle/taxi/parking

Sub Total 292.50

Budget 110-96-167-2710-0582 (60 %) \$69.00

210-96-167-2710-0582 (40 %) \$23.00

Check Total 92.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____