

MFSAB Google Reservation Form (Screenshots)

Multi-Function School Activity Bus Request Form

Please fill out the attached form to secure the MFSAB for all proposed trips at least two weeks in advance:

*** Required**

School Requesting: *
Choose ▼

Department Requesting: *
Your answer _____

Team/Club Requesting: *
Your answer _____

Date of Proposed MFSAB use: *
MM DD YYYY
____ / ____ / 2019

Purpose: *
Your answer _____

- Fill out the following fields on the first page:
 - School: Choose from the drop-down box: Only CHS, Central Office and other are options
 - Department: Type in the name (e.g. Athletics)
 - Team/Club Requesting: Type in the Team/Club (e.g. Swimming)
 - Date of Proposed MFSAB: Type in the Date you need (e.g. 10/22/2019)
 - Purpose: Why do you need the bus? (e.g. Meet against Westford)

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Contact Name: *

Your answer

Contact Phone: *

Your answer

Email Address (for reservation confirmation):

Your answer

Driver's Name: *

Your answer

Driver Training Completed (1 videos): *

Yes

No

Secondary Staff Name, if applicable:

Your answer

NEXT

- Fill out the following fields on the first page:
 - Contact Name: Who should be contacted regarding reservation?
 - Contact Phone: Best phone number if there are any questions
 - Email Address: To receive the reservation confirmation
 - Driver's Name: Who is driving?
 - Driving Training Completed: Did they watch the video?
 - Secondary Staff Name: Second name of coach/advisor (if applicable)
- Click on the "Next" button

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* Required

Trip Details

CAPACITY: 1 Driver, 14 passenger seats with Seat-belts

Number of Student Riders: *

Your answer

Number of Teacher Riders: *

Your answer

Day of the Week Trip: *

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

- Fill out the following fields on the second page:

Number of Student Riders: How many students will be on the bus?

Number of Teacher Riders: How many other teachers/coaches?

(Do not include the Driver)

Day of the Week Trip: What day are you planning to use the bus?

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The screenshot displays a Google Reservation Form for MFSAB. It features four main input sections and two navigation buttons at the bottom.

- Bus Pick up time: ***
Time
: AM ▼
- Bus Return time: ***
Time
: AM ▼
- Destination: ***
Your answer
- Address of Destination (include street and city/town): ***
Your answer

At the bottom, there are two buttons: **BACK** and **NEXT**.

- Fill out the following fields on the second page:
 - Bus Pick up Time: What time are you picking up the MFSAB?
 - Bus Return Time: What time are you returning the MFSAB? (approximate)
 - Destination: Where are you going? (e.g. UMass Lowell)
 - Address of Destination: (e.g. 220 Pawtucket Street Lowell, MA)
- Click on the “Next” button


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Thank you for filling out the MFSAB request form someone will respond to your request as soon as possible. Please make certain you have a copy of the document below for use before, during and after your trip. If you do not have a copy one can be found and printed by visiting the following link: <https://chelmsford.k12.ma.us>. Signed sheets must be completed and left in the folder on the bus at the end of the trip.

Please be sure to hit submit at the bottom of this screen to submit your request.



Chelmsford Public Schools
Multi-Function School Activity Bus (MFSAB)
Daily Pre-Trip/ Post-Trip Inspection Log

Check that the following required equipment and vehicle components are present and in proper working order to ensure safe operation of the vehicle.
(Operators should immediately notify the school district of any defects)

		Pre-Trip	Post-Trip
1	Wheels and Tires		
2	Lighting Devices		
	a. Headlights (upper and lower beams)		
	b. Directionals (front and rear)		
	c. Brake Lights		
	d. Reverse lights		
	e. Four-way flashers		
	f. License Plate Light		
3	Brakes		
4	Mirrors		
5	Steering Wheel		
6	Exhaust		
7	Check Gauges/Fluid Leaks		
8	Doors - Front and Rear Door/Buzzer		
9	Windows		
10	Windshield Wipers and Washer Fluid		
11	Horn		
12	Interior of Vehicle		
	a. Seatbelts		
	b. Child Seats/Booster Seats (if necessary)		
	c. Door warning device		
	d. Clean Interior		
13	Heater and Defroster/Air Conditioner		
14	Current Registration		
15	Front and Rear Plates		
16	Current Inspection sticker		
17	Safety Equipment (located behind driver)		
	a. 2 check blocks		
	b. First Aid Kit		
	c. Body Fluid Kit		
	d. 3 Flares or safety triangles (red box)		
	e. Fire Extinguisher (in rear of glove box)		
18	Odometer Reading		
19	Fuel - fill tank if necessary What is the fuel level?		
20	Windows closed, doors locked, trash removed		
Comments/Concerns:			
Signature of Operator:		Print Name:	Date:
<i>Please leave completed form in the binder located in the glovebox.</i>			

- Click on the blue "Submit" button

Reservation is NOT confirmed until you receive an email confirmation