



### Student Activity Bus Transportation Request

#### **TO BE COMPLETED BY TEACHER/COACH**

Type of Activity \_\_\_\_\_ Date of Trip \_\_\_\_\_

Name of School \_\_\_\_\_ Requested By \_\_\_\_\_

Destination of Activity \_\_\_\_\_ # of Passengers \_\_\_\_\_

Address of Activity \_\_\_\_\_

Time of Departure \_\_\_\_\_ AM / PM    Overnight: Yes / No    # of Nights \_\_\_\_\_ Wheel Chairlift Yes / No

Teacher/Coach Signature \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

**~Seatbelts required for all special needs and pre-k students~**  
(# of Passengers required in order for transportation department to determine # of busses needed)

#### **Scheduling Process**

1. Email completed form to Transportation Department to confirm availability of date requested. (**4-6 weeks in advance recommended**)
2. Transportation Department will email this form back to Office Manager/Athletics Dept. **Approved / Disapproved.**
3. If approved office manager then creates Internal Requisition.
4. Office manager / Athletic Dept. then submits this form along with field trip request form to Superintendents office for final approval.
5. A bus will not be sent out until a signed and approved purchase order is received by the Transportation Department.
6. Please follow-up with Transportation at least one week prior to departure date.
7. If trip needs to be cancelled, transportation must be notified at least 24 hrs. prior to scheduled departure. Failure to notify Transportation Department will result in a \$ 45.00 show up fee. \* No fee will be charge when cancellation is due to inclement weather.
8. Only students and staff are allowed. Due to insurance purposes we cannot transport parents / guardians or volunteer coach / parents.

**Bus Available on Date Requested**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Transportation Signature