



2022-2023 CHARTER BUS REQUEST FORM

Date of Field Trip:

School:

Sponsor Name:

Charter Bus Company:

Depart Location:

Time of Departure:

Destination of Trip:

Time of Return:

#Passengers:

of Buses:

of Wheelchairs:

Submitted by:

Date:

Administrator's Signature: _____

INSTRUCTIONS FOR COMPLETING THE REQUEST

ALL REQUESTS MUST BE SUBMITTED TO THE TRANSPORTATION DEPARTMENT AT LEAST 15 DAYS PRIOR TO TRIP DATE.

- ✓ Use one form per field trip
- ✓ Calculate an additional 1/2 hour over actual travel time to allow for bus inspection
- ✓ Buses will arrive approximately 12 minutes prior to departure
- ✓ Drop off & pick ups may be changed only in emergency by the requester
- ✓ Sponsor and chaperones shall be responsible for the student discipline on the charter bus
- ✓ Arrange for the administration of Medications for all students who have a need

Signed: _____ Date: _____
School Transportation Director