



Beverly Brownell • Director • Transportation Department

TRANSPORTATION REQUEST

TODAY'S DATE: _____

PROPOSED TRIP DATE(s): _____

PICK-UP TIME: _____ RETURN TO SCHOOL TIME: _____

NO. OF BUSES REQUESTED: _____ SUBURBAN (YES/NO): _____

BUS PICK-UP LOCATION: _____ NO. OF TOTAL PASSENGERS: _____

ORGANIZATION / CLASS: _____

DESTINATION(S): _____

DESTINATION ADDRESS(ES): _____

REASON FOR TRIP: _____

ACCOUNT(S) TO BE CHARGED: _____

CONTACT PERSON: _____ CONTACT PHONE NO.: _____

SUPERVISORS AND/OR SPONSORS:

APPROVAL OF:

PRINCIPAL

SUPERINTENDENT

Please be sure to include all information when submitting your request.

CANCELLATION POLICY:

Saturday trips cancelled between 12:01 p.m. Thursday and 9:00 a.m. Friday will be charged for two hours. Saturday trips cancelled after 9:00 a.m. Friday, and / or within 24 hours of departure time will be charged three hours.