

REQUEST FOR BUS TRANSPORTATION WASHINGTON LOCAL SCHOOLS

Trip # _____
(office use only)

Field Trip Date _____ Curricular _____ Athletic _____
(Area) (Sport)

Destination _____
(Company or Name of Place) (Address) (City)

Purpose of Trip: _____

Number of persons involved: _____ Students _____ Adults _____ Grade Level _____

School: _____ Wheelchair lift needed _____ Yes _____ No Number of Chairs _____

Where should bus be loaded for departure? _____

Bus ready to load _____ A.M. _____ P.M. Depart _____ A.M. _____ P.M.

DEPARTURE FOR RETURN TRIP (Bus must be available in school district at 1:45 P.M.)

Bus ready to load _____ A.M. _____ P.M. Depart _____ A.M. _____ P.M.

Special arrangements (if applicable) _____

Permission to stop for lunch/supper _____ Yes _____ No

Person or persons in charge: _____ Phone number: _____

Date of request _____ Requested by _____

NOTE: It is the responsibility of the person in charge to notify the **Transportation Office** at 473-8356 if the trip is to be cancelled for any reason. Upon approval of the trip it is the responsibility of the teacher (s) to notify the **Substitute Office** at 473-8227 if a substitute is needed.

TEACHER'S REQUEST ENDS AT THIS POINT

APPROVALS

Building Principal _____ Date _____

NOTE: Upon approval of the building principal this entire form should be sent to the **Curriculum Office**.

Director of Curriculum _____ Date _____ Approved _____ Disapproved _____

Transportation Supervisor _____ Date _____ Approved _____ Disapproved _____

Bus # _____ Assigned; Driver's Name _____

THIS SECTION TO BE COMPLETED BY DRIVER

Return: _____ Time: _____ Start: _____
Start: _____ Finish: _____
Total Mileage: _____ Total Time: _____

Behavior of students: Good _____ Fair _____ Poor _____

Condition of bus at end of trip: Good _____ Fair _____ Poor _____

Comments: _____

Driver's Signature: _____

THIS SECTION TO BE COMPLETED BY TEACHER/CHAPERONE AND SENT TO TRANSPORTATION FOLLOWING THE TRIP

Teacher/Chaperone Name: _____ Return time to school: _____

Driver on time _____ late _____ Service and courtesy of driver: Good _____ Fair _____ Poor _____

Comments: _____

Teacher/Chaperone Signature _____