

Bus/Van Request

Date of Request: _____

Vehicle Requested [mark one] Bus Van

Person Making Request: _____

Nature of Trip: [mark one] field trip organizational mtg/contest other _____

Date [s] Needed: _____

Destination: _____ Mileage: _____
[round trip]

Departure Time _____ Est. Return Time: _____

Number of students: _____ No. of chaperones: _____

A. Field Trip Required Information:

- 1. Substitute Needed [mark] YES NO
- 2. Attach copy of information sheet and permission slip
- 3. Attach the names of students attending and note "town students"
- 4. This trip supports/meets the following State Standards:
 - a. _____
 - b. _____
 - c. _____
 - d. _____

B. Athletics:

- 1. Athletic Director will submit one request for each team/season
 - a. attach one schedule
 - b. attach one team roster

C. Organizations:

- 1. Sponsor will attach a listing of students participating

Date: _____ Approved: _____
 _____ [principal] _____
 _____ [supt] _____

funding source: _____

Scheduled: _____ _____
transportation coordinator *date*

Vehicle Assigned: _____

routing:
 teacher—principal
 principal—cc: Trans Director; GS secretary
 principal original—Supt
 Trans Director-cc to teacher

REIMBURSABLE
 NOT REIMBURSABLE

_____ *Kitchen notified*
 _____ *Sack lunches needed*
 _____ *Lunch will be missed*