



MUHLENBERG SCHOOL DISTRICT TRANSPORTATION

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Trip Request Form *Bus Transportation*

Complete this form to request bus transportation for **all non-athletic trips**. Submit this form to the transportation office via email or interoffice mail. This form is to be completed **AFTER** the Field Trip request form is approved by the Assistant Superintendent's Office. *Please include Erica Brumbach on all correspondence.*

Please allow 5 business days' notice for bus transportation (when possible).

NOTE: Contact person will be notified when/if bus(es) are available.

Teacher/Staff member: _____ Date: _____

School/Group: _____

Contact person for trip correspondence: _____

Destination: _____

Date of trip: _____ Reason for trip: _____ NON-ATHLETIC

Departure time: _____ Return time: _____

Total number of riders: _____ # of buses requested: _____

Bus loading location: _____ Group/classes involved: _____

Special instructions/notes: _____

School Building Principal signature: _____

Date of approval: _____

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TRANSPORTATION DEPARTMENT:

Date received: _____ Entered in BCIUtilities: _____

Received by: _____ Entered by: _____

Email confirmation will be sent to the staff member listed above.

Date email confirmation sent: _____