



## MUHLENBERG SCHOOL DISTRICT TRANSPORTATION

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Administrative Assistant  
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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: \_\_\_\_\_

Contact Cell Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of trip: \_\_\_\_\_ Reason for trip: \_\_\_\_\_ NON-ATHLETIC

Departure time: \_\_\_\_\_ AM / PM \*\*Return time: \_\_\_\_\_ AM / PM

Total number of riders: \_\_\_\_\_ # of buses requested: \_\_\_\_\_

Bus loading location: \_\_\_\_\_ Group/classes involved: \_\_\_\_\_

Special instructions/notes: \_\_\_\_\_

School Building Principal Signature: \_\_\_\_\_ Date \_\_\_\_\_

***\*\*Contact person and chaperones are fully responsible for any field trips arriving after regular school dismissal, including parent contacts, transportation, other arrangements, etc.***

#### 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: \_\_\_\_\_