



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.

>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: _____

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: _____



801 Bellevue Avenue, Reading, Pennsylvania 19605-1799



It is the policy of the Muhlenberg School District not to discriminate on the basis of gender, disability, race, color, and national origin in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX should be directed to the Assistant Superintendent (see above) or to the director of the Office for Civil Rights. Department of Health, Education, and Welfare. Washington. DC