

# 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 Andrea Wolf and Beth Wentzel 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/Door: \_\_\_\_\_ 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: \_\_\_\_\_