

**BUS REQUEST FORM**

School Making Request \_\_\_\_\_ Request Date: \_\_\_\_\_

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

Date of Trip: \_\_\_\_\_ Time Frame: \_\_\_\_\_ to \_\_\_\_\_

Number & Type Bus Needed: [ ] School #\_\_\_\_ [ ] Activity #\_\_\_\_ [ ] Other

Number of Bus Drivers Needed: \_\_\_\_\_ Teacher Requesting: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

Lunch Plans: \_\_\_\_\_ bag lunch or \_\_\_\_\_ restaurant

*(Submit to Area Bus Supervisor)*

\_\_\_\_\_  
Principal's Signature

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**AREA BUS SUPERVISOR SECTION**

Date Request Received: \_\_\_\_\_

Buses available on date requested: Yes \_\_\_\_\_ No \_\_\_\_\_

Driver(s) assigned (if applicable) \_\_\_\_\_  
\_\_\_\_\_

Date returned to principal: \_\_\_\_\_

\_\_\_\_\_  
Bus Supervisor Signature

(Maintain original and return 2nd copy to principal)

**NOTE:** Bus requests should be submitted to area bus supervisor as far in advance as possible - but no later than two weeks before the requested date.