

REVISED: 5/12/16

***** This form must be submitted directly to the Transportation Supervisor*****

BUS TRANSPORTATION REQUISITION FORM

Incomplete forms will not be processed and will be returned

School/Org: _____ Address: _____ Principal: _____ <div style="text-align: right; margin-right: 50px;">Signed</div> Date: _____ Contact Person: _____ Phone: _____	Handicapped services required? YES <input type="checkbox"/> NO <input type="checkbox"/> NEED CHAIR NEED SEAT or LIFT _____ HARNESS _____	Office Use Only Approval/Date _____ Transportation _____ Superintendent _____ Board _____
--	---	---

**PLEASE LIST SOURCE OF FUNDING FOR THE TRANSPORTATION: _____ School Account County PTA/PTO Other

**BUDGET CODE MUST BE LISTED: _____

If organization other than school, please provide name and address for billing:

Date	# Buses Requested	Group Requesting Transportation	Destination	Departure Time	Point of Departure	Return Time	# to be Transported *A / *S	Function Of Trip	Drop	Pick	Stay

No student passengers other than participants are eligible to ride. All extra-curricular trips shall have an adult supervisor, other than the driver, who is regularly employed member of the school staff.

Requests are to be submitted a minimum of five days prior to the next school board meeting.

(*A=The number adults that are to be transported and S= The number of students that are to be transported.)