

Bus Request Form

This form is used to reserve Busses for trips. It is also used for the Activity Busses and Drivers Ed Van. This is used in conjunction with the Field Trip Request. They are printed front to back. You do not need to complete the Field Trip Request for Sports trips – only complete the Bus Request for these trips.

Instructions:

Complete the **Bus Request Form** and send to the Principal for approval. Then it will be sent for Superintendent for approval. After approved, form will be e-mailed to Teacher, Secretary, and Bus Director.

** Check with Bus Director (Chris Strange) before scheduling trip to make sure date is available. There are limited busses for trips.