

BALDWIN-WHITEHALL SCHOOL DISTRICT – TRANSPORTATION REQUEST FORM

Two weeks advance notice requested for all bus requests (Athletics: complete #1-#3/Acad&Misc: complete #3-#7)

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| <input type="checkbox"/> ATHLETIC TRIP, BHS & HMS Out-of-District | <input type="checkbox"/> ATHLETIC ACTIVITY BUS | <input type="checkbox"/> FIELD TRIP, 9:10AM-2:00PM |
| <input type="checkbox"/> EXTRA-CURRICULAR TRIP, competitions, misc. | <input type="checkbox"/> SHUTTLE, before/after | <input type="checkbox"/> SHUTTLE, continuous |

BHS	HMS	MES	PES	WES	Non-Public	Community or Lease Program	MISC

Please try to schedule your trips between 9:10AM - 2:00PM or after 5:00PM. If your requested trip times conflict with our regular student bus schedules (either to or from school), we may need to cancel your extra-curricular trips.

●Number to be transported: **Students** **Adults**

1. Team Name: _____
2. Coach: Nm/Ph/Email& Supervisor Names: travelling w team _____
3. *Comments/Special Arrangements: _____

4. School/Organization: _____ Grade/Subject _____

5. Teacher/Sponsor: Name/Phone/Email _____

6. Adult Supervisor Names: Required, if leave district property _____

7. Purpose of Field Trip/Extra-Curricular Trip: _____

Handicap – Wheelchair/Lift Vehicle required, includes Bus Attendant _____ Total Number of Wheelchairs for transport

Invoice/Cost of Trip Billed to (if applicable): _____
 Cost to Student: \$ _____

Price Quote/Estimate (do not submit for signatures)

Date	Student Dismissal	Bus Depart Time	Depart Point	Destination	Return Trip Start Time	Return Trip End Time

**District & Non-Public (after signing) Email to your Building Secretary, Principals or Athletic Director
 Principals & Lease Programs (after signing) Email to the ADM Curriculum Office jmoik@bwschools.net**

Sponsor's Signature	Date	Principal / Athletic Director Signature	Date
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Do Not Write Below This Line			
Approvals must be forwarded/mailed to lbrady@bwschools.net for scheduling	Approved	Disapproved	Date
Assistant Superintendent			
Business Manager			
Transportation Manager			
Estimated Cost of Trip	\$		