

COLUMBIA SCHOOL DISTRICT

BUS REQUEST

TO BE SUBMITTED AT LEAST ONE WEEK PRIOR TO TRIP

Date Request Submitted: _____

Destination (s): _____

Purpose of Trip:

_____ Athletic; Sport : _____

_____ Band: CHS _____ JMS _____

Field Trip Group: _____

Purpose of Trip: _____

_____ Other; Explain: _____

Number of Students: _____

Departure: Time: _____

Date: _____

Return: Time: _____

Date: _____

Approximate Round Trip Mileage: _____

Person-in-Charge: _____

Driver (if known): _____

GROUPS USING BUSES ARE RESPONSIBLE FOR THE CLEANINESS OF THE BUSES UPON THEIR RETURN. A \$15 ADDITIONAL CHARGE WILL BE ASSESSED FOR BUSES RETURNED UNCLEAN.

Signature of person making request

Signature of Principal
(Except for athletic and band)

Approved by: _____
Transportation Director

Date