

LEE COUNTY SCHOOL SYSTEM BUS REQUEST FORM

NOTICE: ALL BUS REQUESTS ARE REQUIRED TO BE ENTERED IN THE COMPUTER AT LEAST 15 DAYS BEFORE THE DATE OF DEPARTURE!

Number Assigned to Request: _____

School: _____

THIS SECTION TO BE COMPLETED BY ALL	
Date Request Complete: _____	
Name(s) of Person(s) Making Request: _____	
Grade/Team/Organization: _____	
Destination (This includes building site and city): _____	
Departure Date: _____	Departure Time: _____
Return Date: _____	Return Time: _____
Has written permission been obtained or will it be obtained? _____	

THIS SECTION TO BE COMPLETED FOR ALL FIELD TRIPS:	
List Instructional Objectives for this Field Trip: _____	

List any Special Considerations: _____

NOTICE: If missing lunch or needing sack lunches, the lead teacher must notify the Lunchroom Manager 10 days prior to date of departure!

THIS SECTION TO BE COMPLETED FOR ALL BUS REQUESTS		
Total # Students: _____	Total # Adults: _____	# OF BUSES REQUESTED: _____
Teacher has confirmed that _____ (number) students in wheelchairs are eligible to participate in this trip. _____ Teacher initials		Driver(s) Requested: _____
Lift Bus needed: _____ YES _____ NO		
<p>Approval is granted subject to the availability of vehicle and driver. Assignment of vehicle/driver will be made based on availability and economic need. The teacher/sponsor/coach is responsible for conduct of students and ensuring that the vehicle is returned clean and in good condition. If the trip requires the purchase of fuel on the road, the teacher/sponsor/coach should be prepared to make the purchase. Reimbursement will be made upon proper documentation. In the event the trip will be overnight, lodging and meals are to be provided for the driver by sponsoring organization.</p>		
Teacher/Sponsor/Coach making request: _____	Date: _____	
Supervisor's Signature _____	Date: _____	
Principal's Signature _____	Date: _____	