

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)

- ATHLETIC TRIP, BHS & HEC Out-of-District
 ATHLETIC ACTIVITY BUS
 FIELD TRIP, 9:30AM-1:30PM
 EXTRA-CURRICULAR TRIP, competitions, misc.
 SHUTTLE, before/after
 SHUTTLE, continuous

BHS/ BMS	HEC	MES	PES	WES	Non-Public	Community or Lease Program	MISC

Note: SAVE AS to your file, and THEN type your information into the request form or your information will be deleted.

Please try to schedule your trips from 9:30AM - 1:30PM or after 5:00PM (due to driver shortages).

If your requested trip times conflict with our regular student bus schedules, 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, amisho@bwschools.net

 Sponsor's Signature Date Principal / Athletic Director Signature Date

Do Not Write Below This Line			
Approvals must be forwarded/emailed to cgoettmann@bwschools.net for scheduling		Approved	Disapproved
Superintendent			
Business Manager			
Transportation Manager			
Estimated Cost of Trip	\$		