2023-2024

TRANSPORTATION REQUEST CHELSEA PUBLIC SCHOOLS

Send as e-mail to Transportation Department and to the authorizing building administrator. Building administrator will send e-mail approval to Transportation Department.

** A roster of all Staff/Students riding bus must be submitted to transportation with request.

INSTRUCTIONS

- 1. E-mail requests must be submitted with approval to the Transportation Department a minimum of 10 school days prior to any trip.
- 2. Complete **one request per day** indicating number of passengers. Suggested passenger allowances as follows: H.S. & Middle School 47; Elementary 3rd 6th grades ~55; Elementary K-2nd grades ~71. Wheelchair busses have different capacities please contact transportation with your specific requirements.
- 3. Teacher/coach must provide thorough directions and/or map. Should always check for road repair work that could cause delays. Staff member(s) required on each bus.
- 4. Transportation Department will send return e-mail confirming request to initiating staff member.

Date of Trip School: Destination Location of Pickup				5. With the cost of fuel, drivers will remain on site.				
Number of Riders (a roster of riders should be with coach or teacher and available to driver) Date Submitted Date Submitted	Date of Trip	te of Trip School:		Destination		Location of Pickup	Location of Pickup	
Directions can be typed here - Teacher/Coach is responsible to bring thorough directions and/or map. THIS SECTION TO BE COMPLETED BY AUTHORIZED ADMINISTRATOR Approved by Academic Trip: Yes No Billable trip: Yes Bill trip cost to: THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT Date received in Transportation Date acknowledged by Transportation THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT Date received in Transportation Driver Assigned THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT Date received in Transportation Transportation Approval Transportation Approval THIS SECTION TO BE COMPLETED BY BUS DRIVER Starting Mileage Roster attached (circle one) Driving Hours Stitting Hours Actual Departure Time Finished time Office Use Office Use	Exact Departure Time Approximate Return Time		rn Time	Group		- 1		
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	Actual Departure Time							
Signature of driver Date Office Use	Starting Time for RETURN Pre-trip		Finished time		Office Use	Office Use		
	Signature of driver			Date		Office Use	Office Use	

Updated 09/13/2023