

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.
5. With the cost of fuel, drivers will remain on site.

Date of Trip	School:	Destination	Location of Pickup
Exact Departure Time	Approximate Return Time	Group	
Number of Riders (a roster of riders should be with coach or teacher and available to driver)	Initiating Teacher/Coach	Date Submitted	

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	Title	Date Approved
Academic Trip: Yes No	Billable trip: Yes No Bill trip cost to:	Check with Transportation Office for current fees. Fees are subject to change due to fluctuating fuel costs.

THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT

Date received in Transportation	Date acknowledged by Transportation	Transportation Approval
Driver Assigned	Vehicle Number	

THIS SECTION TO BE COMPLETED BY BUS DRIVER

Starting Mileage	Ending Mileage	Miles traveled	
Starting Time for Pre-trip	Roster attached (circle one) Yes No Roster on file in transportation	Driving Hours	Sitting Hours
Actual Departure Time	Arrival time at destination	Driving Hours	
Starting Time for RETURN Pre-trip	Finished time	Office Use	Office Use
Signature of driver	Date	Office Use	

Updated 09/13/2023