



**CHELSEA**  
SCHOOL DISTRICT

**TRANSPORTATION**

14138 E. Old US Highway 12  
Chelsea, MI 48118  
P: 734.433.2276  
F: 734.433.9083  
[www.chelseaschools.org](http://www.chelseaschools.org)

Chelsea School District Bus Usage Request

Teacher: \_\_\_\_\_ Group/School: \_\_\_\_\_

Email: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name and Address of Destination: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Mileage One-Way (required): \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

\*\*Please note buses are not available during Chelsea morning and afternoon bus runs, buses are available to leave Chelsea at 8:00 am and need to be back by 2:30 pm.\*\*

Number of Students: \_\_\_\_\_

Number of Chaperones (1:8 ratio is recommended): \_\_\_\_\_

Number of Buses: \_\_\_\_\_ (Bus will hold 71 Elementary or 47 Middle/High school students. Wheelchair buses hold 2-5 wheel chairs with 22-43 students, depending on configuration.)

Bus driver needed: \_\_\_\_ yes \_\_\_\_ no

Trip costs are charged per-mile plus driver time, which is charged by the hour with 1-hour added for pre & post trip requirements.

Estimate: \$ \_\_\_\_\_ Actual Cost: \$ \_\_\_\_\_

Address and email to send invoice for payment:

\_\_\_\_\_  
\_\_\_\_\_

Group Representative: \_\_\_\_\_

Chelsea Representative: \_\_\_\_\_