

# AMITY SCHOOL DISTRICT BUS TRIP REQUEST

Date of Trip \_\_\_\_\_ Depart time \_\_\_\_\_ Return time \_\_\_\_\_

Destination/Address \_\_\_\_\_

Staff Name \_\_\_\_\_ Grade(s) \_\_\_\_\_ Today's date \_\_\_\_\_

# Student riders \_\_\_\_\_ # Adult riders \_\_\_\_\_ Estimated round trip miles \_\_\_\_\_

<b>Buses info</b>	<b>26 seats per Big Bus</b> <b>3 per seat = 78 riders</b> <b>2 per seat = 52 riders</b>	<b>Mini Bus = 14 riders</b> <b>Wheelchair Access Bus = 10 riders</b> <i>Consider where gear/supplies will ride</i>
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### Number/Type buses needed:

Large Bus \_\_\_\_\_

Mini Bus \_\_\_\_\_

Wheelchair  
Access Bus \_\_\_\_\_

### Drivers:

Schedule Yes \_\_\_  
No \_\_\_ Driver \_\_\_\_\_

Staff driver(s) \_\_\_\_\_

Schedule Yes \_\_\_\_\_

This trip correlates with what subject and how? \_\_\_\_\_

Itinerary must be on file with the District Office prior to departure if you will be making multiple stops or staying overnight. You may also include the itinerary, or other relevant information here.

Athletic Director's approval \_\_\_\_\_ (if athletic event)

Principal's approval \_\_\_\_\_ (Required on all requests)

Is Board approval required? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, date of approval \_\_\_\_\_

Superintendent/Transportation Director's approval \_\_\_\_\_

**Consider all requests to be approved once required building signatures are obtained**

Scheduling may take up to 7 – 10 days and is subject to change depending on driver/bus availability  
**If there are scheduling conflicts or any reason for denial, the submitting staff member will be contacted by the district scheduler**