

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

BHS	HMS	MES	LES	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.

Due to driver shortage, please schedule your trip to depart after 9:40AM - and return before 1:30PM. Or after 5:00PM.

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/Phone/Email& Supervisor Names: travelling w team _____

3. Comments/Special Arrangements: _____

4. School/Organization: _____ Grade/Subject _____ *ALL RIDERS MUST BE AGE 5 OR OLDER.

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/mailed to cgoettmann@bwschools.net for scheduling			
	Approved	Disapproved	Date
Superintendent			
Business Manager			
Transportation Manager			
Estimated Cost of Trip	\$		