

Lakeview Public School
Transportation Request Form
For School - Related Events/Activities

Today's Date: _____

Requestor: _____ Trip Advisor: _____

Date of Activity/Event: _____

Type of Activity/Event: _____

Destination: _____

*Attach Itinerary if more than 1 site

Time Departing from school: _____

Time arriving at location: _____

Time departing from location: _____

Time arriving back to school: _____

Number of Passengers: Students: _____ Adults: _____ Total: _____

Number of buses/vans requested: _____

Max bus cap is 77 pass (3/seat), 51 pass (2/seat);
vans - 10 pass 8 students, 1 adult, 7 pass 5 students, 1 adult

- Request must be made at least 2 weeks in advance
- Submission of form is not a guarantee of transportation. Transportation will be provided based on vehicle and driver availability.
- Attach an itinerary with addresses if more than one stop, and maps if available.
- Departure time is the time when the bus will depart from Lakeview.
- Return time is when the bus arrives back at Lakeview.

*** Completed forms must be submitted to Ronda Herigon (High School)
or Mandie Kruthek (Elementary) Please scan this form to yourself and then email it to
desireec@palmerbusservice.com