

MSAD #56 TRANSPORTATION DEPARTMENT

**REQUEST FOR BUS
(Only one trip per sheet)**

NOTE: Bus requests must be submitted to the Central Office fourteen (14) calendar days prior to any trip, except during long vacation times i.e., Christmas. Any overnight or trips further that eighty (80) miles one way MUST have prior Board approval. Approval must be requested at regularly scheduled Board meetings, which occur on the second Tuesday of each month.

School		Person Making Request & Grade				Date of Request			
	Date of Trip	Destination	Purpose of trip – Connection to Maine Learning Results (Be specific and detailed.)	Departure Time From School	Return Time to School	# of Passengers	# of Buses	Miles one way	Overnight?
#1									

Note for Middle/High school trips: If late bus transportation is needed, please notify the Bus Trip Coordinator as soon as possible. If so, the trip must return to school no later than 2:45 P.M. in order to meet elementary dismissal. We cannot hold these buses for late students needing this transportation.

Responsible Adult(s) _____

Number of Chaperone(s) (One per 25 students): # _____

Principal's Approval _____ Date _____ Bus Trip Coordinator _____ Date _____

Approval for trip(s)
 #1 Yes _____ No _____ Why? _____
 #2 Yes _____ No _____ Why? _____

The responsible adult(s) requesting the trip needs to notify the building principal, and itinerants, and the Food Service Director, if necessary, of the bus approval.

Revised 9/12/06

TO BE COMPLETED BY DRIVER:

Start miles: _____ Finish miles: _____

_____	_____	_____	_____	_____	_____	_____
Driver Assigned	Date	Bus #	Total Miles	Total Fuel Gallons	Start Time	End Time

What problems did you encounter? (Weather, behavioral, etc.):

What problems did you encounter with the actual bus?

Other comments by driver:

Driver's Signature Date

Date received by Bus Trip Coordinator: _____

Comments, if any: