

NATIONAL SCHOOL DISTRICT
SCHOOL BUS TRANSPORTATION REQUEST FORM

SCHOOL / ORGANIZATION:		DESTINATION:	
DATE BUS REQUIRED:		TEACHER(S):	EXT.
<input type="checkbox"/> This trip has been APPROVED by my administrator		(Day of Trip) CELL PHONE: ()	
DEPART SCHOOL AT: _____ STANDARD DEPARTURE 9:00 AM		DEPART DESTINATION AT: _____ *STANDARD RETURN 1:30PM (12:15PM MODIFIED DAYS)	
# OF STUDENTS / ADULTS: _____ / _____	NUMBER OF WHEELCHAIRS: _____	GRADE: _____	WILL THE BUS BE REQUIRED TO STAY AT THE DESTINATION? <input type="radio"/> YES <input type="radio"/> NO

COMMENTS / DIRECTIONS / INSTRUCTIONS / SPECIAL NEEDS:

BUDGET ACCOUNT #						or SEND BILL TO:	
Fund	Resource	Goal	Function	Object	Sch		
APPROVED						DATE	
PRINCIPAL / SITE ADMINISTRATOR / SUPERVISOR							

! After entering your details, use **SAVE AS...** to save the completed form to your computer as a PDF. Attach that PDF to an e-mail and send it to BOTH antonioperez@nsd.us and abakker@nsd.us ***Please PRINT a copy for your records*** !

FOR TRANSPORTATION DEPARTMENT USE BELOW THIS LINE							
REQUEST CONFIRMED: <input type="checkbox"/> Mailed or Faxed to School				AFTER HOURS DRIVER INSTRUCTIONS:			
_____ TRIP # _____				<input type="checkbox"/> Phone <input type="checkbox"/> Bus Keys <input type="checkbox"/> Gate Keys			
_____ <input type="radio"/> Take & Return <input type="radio"/> Stay _____ <input type="radio"/> Take Only <input type="radio"/> Return Only BUS DRIVER				MILES	START TIME	END TIME	HOURS
_____ <input type="radio"/> Take & Return <input type="radio"/> Stay _____ <input type="radio"/> Take Only <input type="radio"/> Return Only BUS DRIVER				MILES	START TIME	END TIME	HOURS
_____ <input type="radio"/> Take & Return <input type="radio"/> Stay _____ <input type="radio"/> Take Only <input type="radio"/> Return Only BUS DRIVER				MILES	START TIME	END TIME	HOURS
_____ <input type="radio"/> Take & Return <input type="radio"/> Stay _____ <input type="radio"/> Take Only <input type="radio"/> Return Only BUS DRIVER				MILES	START TIME	END TIME	HOURS
* HOURLY RATE: _____ x _____ = _____				TOTAL HOURS:			
PRE-TRIP SAFETY INSTRUCTION HAS BEEN ACCOMPLISHED:				STANDARD RATE:		FINAL COST	
DRIVERS SIGNATURE				_____ x _____ = _____ Rate X Number of Buses		\$	