

Activity Bus Request Form

Date of Activity: _____

Number of Buses Needed: _____ # of students _____

Group Requesting: _____

Contact Person: _____ Building: _____

Destination: _____

Time to Load: _____ Return Time: _____

Special Instructions: _____

Price quote Requested: yes _____ no _____

Activity Bus Guidelines

- Trips must be scheduled within 48 hours of the date of the trip
- Supervision of the students is the responsibility of the Coach, Teacher, or Chaperone. Students are expected to follow all bus rules established by the board – rules are posted in front of the bus.
- If students are allowed to eat or drink on the bus, it is the responsibility of the adult present to make sure the bus is left clean and all trash removed from the bus.
- Any equipment, coolers, etc brought onto the bus must be secured and can not be stacked higher than seat level, can not block aisle way or emergency exits.