



SCHOOL BUS CHARTER REQUEST

To be approved by a school administrator

Requested Day of the Week: _____ Month, Date & Year: _____

Leaving from: _____ Going to: _____

Leaving at: A.M. P.M. Returning at: A.M. P.M. Arriving at: A.M. P.M. Number of riders: _____

Group: _____ Group leader: _____

Charge to: _____

Account Number: _____

Type of vehicle requested: School Bus Special Ed. Bus

Group Leaders are in charge of student discipline while on the bus and between the designated departure and arrival times. Special attention should be given to:

- (1) **Safety Practices:** all students are to be seated. No throwing of debris out of windows.
- (2) **Hygienic Practices:** please make it clear to students that papers, trash and debris are to be deposited in trash receptacle in the front of the bus.
- (3) **Timing:** departure time from destination should be timely and is the responsibility of the group leader to determine.

Remarks: _____

Approved by: _____ (School Administrator) Date: _____

SEND ABOVE INFORMATION TO TRANSPORTATION DEPARTMENT 5 DAYS PRIOR TO REQUESTED DATE

Transportation Department approval by: _____

Remarks: _____

PLEASE SUBMIT THIS FORM ALONG WITH 2 OTHER COPIES TO THE TRANSPORTATION DEPARTMENT