

BALDWIN-WHITEHALL SCHOOL DISTRICT – TRANSPORTATION REQUEST FORM

Two weeks advance notice requested for all bus requests (Athletics: complete #1-#3/Acad&Misc: complete #3-#7)

- ☐ ATHLETIC TRIP, BHS & HMS Out-of-District ☐ ATHLETIC ACTIVITY BUS ☐ FIELD TRIP, 9:10AM-2:00PM
☐ EXTRA-CURRICULAR TRIP, competitions, misc. ☐ SHUTTLE, before/after ☐ SHUTTLE, continuous

BHS	HMS	MES	PES	WES	Non-Public	Community or Lease Program	MISC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please try to schedule your trips between 9:10AM - 2:00PM or after 5:00PM. If your requested trip times conflict with our regular student bus schedules (either to or from school), we may need to cancel your extra-curricular trips.

●Number to be transported: Students Adults

1. Team Name:

2. Coach: Nm/Ph/Email& Supervisor Names: travelling w team

3. *Comments/Special Arrangements:

4. School/Organization: Grade/Subject

5. Teacher/Sponsor: Name/Phone/Email

6. Adult Supervisor Names: Required, if leave district property

7. Purpose of Field Trip/Extra-Curricular Trip:

☐ Handicap – Wheelchair/Lift Vehicle required, includes Bus Attendant Total Number of Wheelchairs for transport

☐ Invoice/Cost of Trip Billed to (if applicable):

Cost to Student: \$

☐ Price Quote/Estimate (do not submit for signatures)

Date	Student Dismissal	Bus Depart Time	Depart Point	Destination	Return Trip Start Time	Return Trip End Time

District & Non-Public (after signing) Email to your Building Secretary, Principals or Athletic Director
Principals... & Lease Programs (after signing) Email to the ADM Curriculum Office, jmoik@bwschools.net

Sponsor's Signature

Date

Principal / Athletic Director Signature

Date

Do Not Write Below This Line			
Approvals must be forwarded/mailed to lbrady@bwschools.net for scheduling		Approved	Date
Superintendent			
Business Manager			
Transportation Manager			
Estimated Cost of Trip	\$		