

**NON-PUBLIC
REQUEST FOR BUS TRANSPORTATION
WASHINGTON LOCAL SCHOOLS**

Trip # _____
(office use only)

Field Trip Date _____ Curricular _____ Athletic _____
(Area) (Sport)

Destination _____
(Company or Name of Place) (Address) (City)

Number of persons involved: _____ Students _____ Adults _____ Grade Level _____

School: _____ Wheelchair lift needed _____ Yes _____ No Number of Chairs _____

Where should bus be loaded for departure? _____
(After 9:00 A.M. or after 3:30 P.M. is preferred)

Bus ready to load _____ A.M. _____ P.M. Depart _____ A.M. _____ P.M.

DEPARTURE FOR RETURN TRIP (Bus available in school district by 2:30 P.M. is preferred)

Bus ready to load _____ A.M. _____ P.M. Depart _____ A.M. _____ P.M.

Special arrangements (if applicable) _____

Permission to stop for lunch/supper _____ Yes _____ No

Person or persons in charge (Please Print): _____

Date of request _____ Requested by _____

NOTE: It is the responsibility of the person in charge to notify the **Transportation Office** at **473-8356** if the trip is to be cancelled for any reason. Trips cancelled less than 1 hour before load time may be charged a portion of the applicable fees.

TEACHER'S REQUEST ENDS AT THIS POINT

APPROVALS

Building Principal _____ Date _____ Contact Phone Number _____

Billing Address: _____
(Address) (City) (State) (Zip)

~~Comments and suggestions are appreciated. Please direct all correspondence to the address below.~~

NOTE: Upon approval of the building principal this entire form should be faxed or sent to:

**Washington Local Schools Transportation Department
5201 Douglas Rd.
Toledo, Ohio 43613
(419) 473-8356 Fax (419) 473-8441**

THIS SECTION TO BE COMPLETED BY THE WLS TRANSPORTATION SUPERVISOR

Transportation Supervisor _____ Date _____ Approved _____ Disapproved _____

Bus # _____ Assigned: Driver's Name _____

THIS SECTION MUST BE COMPLETED BY DRIVER

Mileage:	Return: _____	Time:	Start: _____
	Start: _____		Finish: _____
	Total Mileage: _____		Total Time: _____

Behavior of students: Good _____ Fair _____ Poor _____

Condition of bus at end of trip: Good _____ Fair _____ Poor _____

Comments: _____

Driver's Signature: _____