

Warsaw Community Schools - Transportation
 Extra-curricular Trip Bus Request

Trip #: _____
 Database _____ By: _____

All requests must be received by the Transportation Department at least four weeks prior to the trip date. A student roster must be presented to the driver prior to departure. If a roster is not provided, the driver will give the sponsor a blank seating chart which will need to be completed before departure. All trips are required to have a chaperone on the bus. The Extra-curricular Trip Request must be completed in its entirety to be considered valid. If the form cannot be completed, please contact Transportation for further direction before submitting.

Trip Information

Type of Trip: Athletic Educational Reward Other: _____

School of Trip Origin: _____ Group: _____

Number of Students: _____ (+/- 2) Transportation will allot for +/- 2 riders and +/- 1 chaperone Number of Chaperones: _____ Coach/Sponsor Riding: _____ Chaperone is required to be on the bus while transporting students

Special Needs: _____ Explain: _____ Coach/Sponsor Phone: _____ (REQUIRED)

Please estimate the times for return information if not known.

Departure Information

Return Information

Departure Date: _____ Return Date: _____

Departure Load Time: _____ Return Load Time: _____

Departure Time: _____ Return Departure Time: _____

Departure Pickup Location: _____ Return Pickup Location: _____

Destination: _____ Return Destination: _____

Exact Drop-Off Location: _____ Exact Return Drop-Off Location: _____

Please be advised that transporting students to and from school is our first priority and departure times are dependent upon driver availability. During peak times, trips may not depart until 4:15pm. Please be prepared to depart at the later time during these times.

Driver Accommodations

Driver Lodging Accommodations Yes N/A No Reason: _____

Driver Meal(s) Provided Yes N/A No Reason: _____

Event Admission Yes N/A No Reason: _____

Administrator Approval: _____ Date: _____

Due to the implementation of a new trip assignment procedure, all trips must be submitted to the Transportation Department at least four weeks prior to the trip to ensure availability and must be signed by a school administrator. Trips submitted late may require departure and/or return times dictated by Transportation.

Trip Assignment Confirmation

Driver Assigned: _____ Bus #: _____

Driver Assigned: _____ Bus #: _____

Driver Assigned: _____ Bus #: _____

Emergency Phone Numbers: Call in this order

Transportation Department 574-269-1750

Michelle Davis Administrative Assistant 574-527-1491

Mark Fick Director of Transportation 719-339-3878