

# WATERTOWN UNIFIED SCHOOL DISTRICT

## Bus Request Form



1. Person requesting bus fills out this form and sends it to the school secretary.
2. School secretary obtain administrator signature.
3. School secretary scan and email copy to accounts payable, Bus Company, and person requesting bus.

Person requesting: \_\_\_\_\_ Bus request # \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_

Trip destination: \_\_\_\_\_ City: \_\_\_\_\_

Date of trip: \_\_\_\_\_ Estimated number of passengers: \_\_\_\_\_

Departure time from school: \_\_\_\_\_ Departure time from site: \_\_\_\_\_

Account name charged: \_\_\_\_\_

Account number charged: \_\_\_\_\_

Bus company contacted: \_\_\_\_\_

Date transportation ordered: \_\_\_\_\_

Approximated round trip miles: \_\_\_\_\_ Cost per mile: \_\_\_\_\_

Estimated time of trip: \_\_\_\_\_ Rate: \_\_\_\_\_

Estimated cost of trip: \_\_\_\_\_ Estimated cost per student: \_\_\_\_\_

School Administrator Approval: \_\_\_\_\_