

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: _____