

2022-2023 ACTIVITY BUS REQUEST FORM – Overnight

This form must be completed and submitted to the principal for approval. Upon this initial approval by the principal, a preliminary call must be made to the bus garage in order to schedule the trip. It is important to note that this call in and of itself is not sufficient to schedule the trip. It is merely the preliminary step. The *completed form* must then be submitted to the bus garage for final approval, with as much advance notice as possible, preferably a two month notice for Board approval. An incomplete form or any previous version may be returned without approval. *Please note that, effective school year, (2022-2023), the bus driver's name must be included prior to approval.* All Overnight trips require Board of Education approval. Once all signatures are received, a copy will be returned to the schools. A driver must have a medical card to drive out of state.

Date Submitted: _____ School: _____

Class/Organization: _____

Date of Departure: _____ Date of Return: _____

Departure Time: _____ Return Time: _____

Destination: _____ Purpose: _____

Cost of Trip: _____ Cost Per Student: _____

Funding Source: _____

Bus Driver: _____

Number of Riders: _____ Number of Buses Requested: _____ Full Sized: _____

Handicap: _____

Half: _____

Quarter: _____

Yellow: _____

Charter: _____

Faculty/Staff Involved: _____

Instructor Date

Principal/Designee Date

Cafeteria Manager: Date

Superintendent/Transportation Director/Designee Date

Bus Garage Supervisor/Designee Date

MCS BOE Chairman Date