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:Sc	nooi:
Class/Organization:	
Date of Departure:	Date of Return:
Departure Time: Return Time:	
Destination: F	Purpose:
Cost of Trip:	Cost Per Student:
Funding Source:	
Bus Driver:	
Number of Riders: Number of Buses	Handicap: Half: Quarter: Yellow:
Faculty/Staff Involved:	Charter:
Instructor	Date
Principal/Designee	Date
Cafeteria Manager:	Date
Superintendent/Transportation Director/Designee	Date
Bus Garage Supervisor/Designee	Date
MCS ROF Chairman	Date