

Sheffield-Sheffield Lake City Schools

Request for School Bus



Completed form should be submitted to the Superintendent's Office with a Field Trip Request form at least one week prior to the trip. Return Authorization will be returned when approved.

One form needs to be completed for each Bus requested.

Date	School	Date of Trip
Request for	<input type="checkbox"/> Bus <input type="checkbox"/> Van	
Destination	Location, City, Town, etc.	
Group Submitting Request		
Purpose of Trip		
Number going on Trip	Supervising Teacher	
Number of Buses Requested		
Time Bus Needed	Approximate Time of Return	
Signature of Principal/Athletic Director/Administrator		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Transportation Department		
Date Received	Bus Available	
Transportation Supervisor		
Trip Assignment		
<input type="checkbox"/> Out & Back	Mileage In	
<input type="checkbox"/> Shuttle	Mileage Out	
Bus Number	Total Miles	
	Driver Assigned	
Cost Information		
Time Information		Total Miles
Depart Time	Payroll Information	
Return Time		
Driving Time		
Wait Time		
Total Time		
Approved Time:		
Comments:		
Drivers Signature		Treasurer