

Transportation Department  
 2810 W. Entry Road  
 Baldwinville, NY 13027  
 315.638.6097 Office 315.635.4562 Fax  
[Transportation-Office@Bville.org](mailto:Transportation-Office@Bville.org) email

**CHARTER BUS REQUEST FORM**



Date of Field Trip:

School:

Sponsor Name:

Charter Bus Company:

Depart Location:

Time of Departure:

Destination of Trip:

Time of Return:

#Passengers:

# of Buses:

# of Wheelchairs:

Submitted by:

Date:

Administrator's Signature: \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING THE REQUEST**

**ALL REQUESTS MUST BE SUBMITTED TO THE TRANSPORTATION DEPARTMENT AT LEAST 15 DAYS PRIOR TO TRIP DATE.**

- ✓ Use one form per field trip
- ✓ Calculate an additional ½ hour over actual travel time to allow for bus inspection
- ✓ Buses will arrive approximately 12 minutes prior to departure
- ✓ Drop off & pick ups may be changed only in emergency by the requester
- ✓ Sponsor and chaperones shall be responsible for the student discipline on the charter bus
- ✓ Arrange for the administration of Medications for all students who have a need

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Transportation Director