

On-line "Bus Trip Request" Form (rev. 7-1-11) – Submittal Process

1. Access the district's "Internal Web Site" and go to FORMS.
2. Complete the "Bus Trip Request" form entirely before clicking the "Submit" button. You may save a copy for your files for reference.
3. The completed form will be sent directly to the transportation dispatcher for review. Any conflicts with scheduling or itinerary will be questioned and discussed with the requestor if necessary. The dispatcher will send the "Bus Trip Request" via e-mail to the principal/director (or their designee) for signature.
4. The principal/director (designee) will print the form, approve it and send it via district mail to the transportation department.
5. Upon receipt of the signed/approved "Bus Trip Request", the dispatcher will send a confirmation copy to the requestor. Any changes or adjustments to the scheduling or itinerary of the trip must be made by the requesting individual via e-mail to the transportation department's dispatcher. The goal of the transportation department is to eliminate any communication issues.

Special Note: The availability of transportation resources is limited. All requests for trip buses will be provided to groups in order by the "date of request".