

**MADEIRA CITY SCHOOL DISTRICT  
REQUEST FOR FIELD TRIP BUS**

BUILDING \_\_\_\_\_

REQUISITION # \_\_\_\_\_

PURCHASE ORDER # \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

DATE OF TRIP \_\_\_\_\_

DESTINATION \_\_\_\_\_

NUMBER OF BUSES (use this space if you want more than what would be normally assigned) \_\_\_\_\_

Faculty Sponsor \_\_\_\_\_ Sponsor Signature \_\_\_\_\_

Person Making Request \_\_\_\_\_ Class/Grade \_\_\_\_\_

Number of Students \_\_\_\_\_ Number of Adults \_\_\_\_\_

Departure Location \_\_\_\_\_

Departure Time from School \_\_\_\_\_ Departure Time from Destination \_\_\_\_\_

Return to School \_\_\_\_\_

Special Stop (lunch/dinner/etc) \_\_\_\_\_

**Special Instructions:**

Approval / Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

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Following the approval of the principal and receipt of purchase order this form should be sent to the Transportation Office with the purchase order for bus assignment.

**SUBMIT TO TRANSPORTATION OFFICE 7 DAYS IN ADVANCE OF THE TRIP**

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This section to be completed by the Transportation Office ( Petermann LLC ).  
Original will be returned to school after a bus assignment has been made.

\_\_\_\_\_ buses has (have) been reserved for the above approved field trip.  
(# of buses)

\_\_\_\_\_  
Signature: Authorized Representative of Petermann LLC

Date \_\_\_\_\_

Form distribution: Original ~ Transportation Office  
Copy ~ School Main Office