

# BARNWELL SCHOOL DISTRICT 45

## Transportation Department

<b>Transportation Request Barnwell School District 45 Mini-Bus</b>	<b>Instructions</b>		
<ol style="list-style-type: none"> <li>1. Requests must be submitted prior to each trip and sent to the Transportation Department <b>10 days in advance of departure.</b></li> <li>2. A separate request form must be filled out for each trip.</li> <li>3. Email all requests to John Hilton, Transportation Supervisor</li> <li>4. CC all email requests to Shanna Bodiford</li> </ol>			
<b>This Section is to be completed by the teacher or principal</b>			
<b>Date of Trip:</b>	<b>School:</b> <input type="checkbox"/> BPS <input type="checkbox"/> BES <input type="checkbox"/> GBMS <input type="checkbox"/> BHS	<b>Destination:</b>	
<b>Departure time from school:</b>	<b>Return time to school:</b>	<b>Group:</b>	
<b>Number of riders:</b>	<b>Teacher in charge:</b>	<b>Date submitted:</b>	<b>Charge to:</b>
<b>Comments: (include all directions or special instructions)</b>			
<b>Approved by:</b>	<b>Title:</b>	<b>Date Approved:</b>	
<b>This Section To Be Completed By Transportation Department</b>			
<b>Date Received:</b>	<b>Date Acknowledged:</b>	<b>Vehicle:</b> <input type="checkbox"/> Van <input type="checkbox"/> Bus <input type="checkbox"/> Coach	
<b>Comments:</b> Bus use cost is \$1.24 per mile subject to quarterly rate adjust ems as regulated by SDE.			
<b>Approved by:</b>	<b>Title:</b>	<b>Date Approved:</b>	