

East Dubuque Unit School District #119 Transportation Request Form

Timeliness

Transportation Request Forms should be submitted to the building principal at least two weeks prior to the activity.

Passenger List

A Passenger List is required for all trips involving students. All persons riding the bus must be listed. For trips outside of the school day, attach a passenger list showing the students' names, addresses, parents' names, and phone numbers. (You may use your class list; add or delete names as needed.) The person in charge of this trip will be responsible for checking the list against the people on the bus.

Field Trip/Activity Permission Form

The person in charge of this trip should ensure that all students riding the bus have submitted this form. These are not needed for athletic events.

Emergency Numbers

Don Loeffelholz	815-747-6038 815-266-1545
Greg Herbst	815-747-2580 815-289-6406
Darren Sirianni	608-748-5225 815-990-8649
Michelle Till	309-338-0453

Request Information

Today's Date: _____

Person in Charge: _____

Date of Departure: _____

Time of Departure: _____

Loading Point: _____

Destination: _____

Time you wish to leave for the return trip to E.D.? _____

Type of Event: _____

Total Number in Group: _____

Requesting: _____ Bus(es) _____ Van(s) _____
(Write in a quantity)

Chaperone: _____

Chaperone: _____

For field trips, please describe the educational value (continue on the back if necessary): _____

Building Principal's Approval _____ Date _____

Transportation Director's Approval _____ Date _____