MIDDLETON SCHOOL DISTRICT #134 POLICY AND PROCEDURE MANUAL
SECTION 8000 – Non Instructional Operations

Transportation Request Form……PROCEDURE 8020-P1

I request approval for bus transportation as indicated below. I understand that passenger safety is vital and I am responsible in assisting the bus driver to maintain discipline of passengers. **Request must be completed at least five (5) days prior to the date the bus is needed and sent directly to Vis Transportation Office by the Principal, Director or Supervisor.**

(Yellow copy will be returned to party requesting bus use, when trip has been approved.)

DEPARTURE:	**Date:**	**Day:**	**Time:**
Place of Departure:			Return Arrival Time @ MSD #134:
Requesting School:			# Students: # Teachers:
Destination:			# Chaperones on Bus(es):
Non-Student Riders(s): *(Superintendent, Principal or Designee must have approved a waiver for each child.)* **Is one attached for each child? _____Yes _____No** **Our regular student buses are not equipped with child seats nor seat belts.**			# Non-Students: Age of Non-Student(s):

Category: Educational ☐ Other (_____) ☐
Specify

Brief Description of Trip:

Sponsor or Chaperone Signature _____ **Date** _____	**Initial Approval by:** **Principal or Director or Supervisor Signature** _____ **Date** _____

To Be Completed by Transportation Office:

Bus 1 Mileage		TOTAL **ACTUAL** MILEAGE:	
Bus 2 Mileage			
Bus 3 Mileage		TOTAL **BILLED** MILEAGE:	
Bus 4 Mileage			

Final Approval by:

_____ _____
Transportation Supervisor's Signature Date

Shaded area Business Office use only	**Number of miles_____Reviewed by Business Office (Initials) _____ Date_____** **Check One:** ☐ **Reimbursable** ☐ **Non-Reimbursable**

All Copies (White/Pink/Yellow)-Transportation Office
Then: Yellow copy to requesting school showing approval & White copy to Business Office after completion of trip(s).

DEVELOPED: 4/11/06