

BLACK BUTTE ELEMENTARY SCHOOL 530.474.3125

TRIP REQUEST

Approved by: Don Aust _____ Coree Matson _____

Teacher(s) / Coach(s):

ITINERARY:

EVENT: ie Basketball

DESTINATION:

Other Stops?

ETA: _____

DT: _____

Date: _____ Day: _____

ETA = Estimated Time of Arrival (at location) DT = Departure Time (from location)

**Bus will arrive at school
NO LATER THAN 1:45 PM**

Departure and Est. Return times:

Depart Jr High: _____

Depart Elementary: _____

(ETA) Return time: _____

Total time: _____

Driver sets load time for ETA 1:30 – 1:45

of School Lunches needed: _____

of Students: _____

of Adults: _____

Names of School Lunch Students:

- 1 _____ 18 _____
- 2 _____ 19 _____
- 3 _____ 20 _____
- 4 _____ 21 _____
- 5 _____ 22 _____
- 6 _____ 23 _____
- 7 _____ 24 _____
- 8 _____ 25 _____
- 9 _____ 26 _____
- 10 _____ 27 _____
- 11 _____ 28 _____
- 12 _____ 29 _____
- 13 _____ 30 _____
- 14 _____ 31 _____
- 15 _____ 32 _____
- 16 _____ 33 _____
- 17 _____ 34 _____

TRANSPORTATION

of Buses _____ Bus # _____

Bus _____ Driver _____

Ending Mileage: _____

Beginning Mileage: _____

Total Miles: _____

Bus _____ Driver _____

Ending Mileage: _____

Beginning Mileage: _____

Total Miles: _____

_____ Emergency Doors _____ 2-Way Radio

_____ Emergency Air Release

_____ Fire Extinguisher _____ First Aid Kit

Give a copy of this Trip Request to:

Safety Instruction time: _____

Shelly _____ Teacher(s) _____ Kitchen _____