



North Andrew R-VI School District Activity Trip Requisition Form

Today's Date: _____

Estimate Required: Yes No

Trip Confirmation Required: Yes No

Email Address for Estimate/Confirmation: _____

Trip Information

High/Middle School Elementary Other: _____

Trip Date(s): _____ Requested By: _____

Class or Group: _____ # of Riders: _____

Pick-Up Location: _____ # of Buses: _____

Departure Time: _____ (NOTE: Bus will arrive 15 minutes prior to allow for loading)

Destination: _____

Additional Stops: _____

Estimated Return Time: _____ (NOTE: This is the time you estimate returning to the school)

Special Accommodations: Lift Bus Undercarriage (luggage compartment)*

*Limited Availability

Special Instructions: _____

APPROVED BY: _____ **DATE:** _____

NOTE: Home to School bus routes take priority over activity trips. Please schedule arrival and departure times accordingly to help minimize route interference. Transportation requests should be received one week prior to trip. Trips requested 48 hours or less cannot be guaranteed.