

BUS REQUEST FORM

and

AFJH Calendar Scheduling

Bus request forms must be turned in at least 2 weeks in advance of trip!

- Step 1 – Fill out form completely!
- Step 2– Get Administrator signature.
- Step 3– Meet with Terese to view AFJH calendar and signature.
- Step 4 – *Return form to Leslie Cleveland, to order bus(es)*

Today's Date _____

CONTACT PERSON: _____ **Cell Phone** _____

Destination: (Name & Address)	Date of Event:
Activity Description: (Be Specific)	
Grade Level:	Class Name: (Band, Science)
Account for Bus Payment: (Band, Science)	

***Bus pick-up and drop-off time is not available between 7-9:15am and 2-4pm!**

*PICK UP TIME AT SCHOOL	*DROP OFF TIME AT SCHOOL	ESTIMATED MILEAGE:
PICK UP LOCATION:	DROP OFF LOCATION:	

DOES THE DRIVER NEED TO STAY?	# OF PASSENGERS	MULTIPLE PICKUPS YES OR NO		WHEEL CHAIR(s) NEEDED
YES OR NO		WHERE:	TIME:	YES OR NO HOW MANY?

_____ Administrator over Department Signature

_____ Terese Hansen (School Calendar)