



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street      ≈      Spring Green, Wisconsin 53588      ≈      Phone: 608-588-2551

352 - Exhibit 3

## Bus Request Form

- Process:**
1. Fill out Bus Request Form at least two weeks in advance of the bus trip
  2. Give the original Bus Request Form to your building secretary, at least 10 days in advance of the bus trip
  3. Building secretary will e-mail to Lamers, Donna Radel, and send a copy back to the originator
  4. Complete School Field Trip Checklist

Date of Field Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

School: \_\_\_\_\_ Grade or Class: \_\_\_\_\_

Primary Chaperone(s): \_\_\_\_\_

Purpose of Field Trip: \_\_\_\_\_

Pick up Location: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

\* Please note that all day trips need to return by 2:45 pm to allow drivers a short break prior to starting their afternoon route. Exceptions may be made on a case-by-case basis. Please call Bonnie at Lamers School Bus Services 588-2222

Number of Students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Need Wheelchair Bus:  Yes #of students: \_\_\_\_\_  No

Miscellaneous Details of Concern to Transporter: \_\_\_\_\_

Please bill my budget field trip account # \_\_\_\_\_ \$15.22/hour or 1.45/mile

Please bill the school activity account \_\_\_\_\_  
Name of Account

Please bill \_\_\_\_\_  
Name of Person(s) OR Name of Group or Outside Organization, include complete address

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
building administrator signature

APPROVED: November 18, 2010  
(rate for billing changed 8/9/11)