



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)