

New Buffalo Area Schools

Bus Requisition

Date of Trip _____ Day of Week _____

Time of Departure _____ Time of Return _____

Destination _____

Number of Students _____ Number of Chaperones _____ Number of Buses _____

Purpose of Trip:

Transportation Department Contacted? Yes _____ No _____

Teacher _____ Date Requested _____

Principal _____ Superintendent _____

Distribution: Teacher, Principal, Transportation, Superintendent