

**NORTH TONAWANDA CITY
SCHOOL DISTRICT
TRANSPORTATION
DEPARTMENT**

INSTRUCTIONS

1. Requests must be submitted to the Transportation Department at least one week prior to the date of each trip.
2. A separate request form must be completed for each trip.
3. The transportation department will retain the original blue copy. A copy will be returned to the school.
4. School runs take priority. You may be required to alter your trip times to accommodate home-to-school, school-to-home transportation.

**ALL MOTOR COACH TRIPS MAY BE
BOOKED BY THE INDIVIDUAL IN
CHARGE, HOWEVER TRANSPORTATION
MUST BE NOTIFIED ACCORDINGLY.**

PRINCIPAL SIGNATURE IS REQUIRED

THIS SECTION TO BE COMPLETED BY ORDERING GROUP

SCHOOL _____ DATE OF TRIP _____

DESTINATION _____

ADDRESS _____

NUMBER OF PUPILS _____ NUMBER OF ADULTS _____ WHEELCHAIR/HARNESSES _____

TYPE OF BUS REQUESTED – CIRCLE ALL THAT APPLY

SCHOOL BUS

WHEELCHAIR SCHOOL BUS

MOTOR COACH

NAME OF MOTOR COACH CARRIER _____

DEPARTURE TIME FROM SCHOOL _____ DEPARTURE TIME FOR RETURN _____

YOUR BUILDING WILL BE NOTIFIED IF THE REQUESTED DEPARTURE TIME WILL BE DELAYED. ELEMENTARY LEVEL TRIPS SHOULD BE SCHEDULED TO DEPART AFTER 9:30 AM. ALL TRIPS SHOULD RETURN TO THEIR RESPECTIVE BUILDING NO LATER THAN 2:00 PM. PLEASE CONTACT TRANSPORTATION IF YOU WISH TO REQUEST A TIME OTHER THAN THOSE SPECIFIED.

CONTACT PERSON(S) _____ EXTENSION(S) _____

NOTES _____

DISTRICT APPROVALS (IN ORDER)

BUILDING PRINCIPAL SIGNATURE _____ DATE _____

DIRECTOR OF EDUCATIONAL SERVICES _____ DATE _____

HEAD OF TRANSPORTATION _____ DATE _____

NUMBER OF BUSES ASSIGNED & CAPACITY _____ "C" DRIVERS ELIGIBLE _____

TRANSPORTATION DEPARTMENT - 100 RIDGE RD, NORTH TONAWANDA, NY 14120

PH: 716-807-3875

FAX: 716-807-3880