

**Montabella Community Schools
BUS USE AUTHORIZATION FORM
FIELD TRIPS/EXTRA CURRICULAR**

Montabella Community Schools Bus Use Authorization Form must be filled out **at least 2 weeks** before the bus is needed for any extra activity. **Payment information must be approved before the bus can be used.** You will receive notification from Central Office when the bus has been approved.

Directions for requesting a bus:

1. Complete information in this box
2. Send to **Ray Welling** at least 2 weeks before the bus is needed

Today's date: _____

Trip date: _____ Number of Students _____

Name of Teacher requesting bus: _____

Destination: _____

Purpose of Activity: _____

Time of School Departure: _____ Time of School Return: _____

Total hours of trip: _____ Food Service Notification yes no n/a circle one

BUS GARAGE:

Approximate cost: _____

Please note this is an estimated cost. The charge could be more than the estimate.

Transportation Supervisor Signature: _____

(Required)

BUILDING PRINCIPAL:

Payment/Account information:

Participant _____

Activity Fund _____ Account _____

General Fund _____ Account _____

PTO _____ Payment must be authorized by PTO prior to the trip

PTO Authorized Signature _____

Principal's Signature _____

(Required)

Montabella Central Office Authorized Signature _____

(Required)

Date: _____

F: Forms