



**BUS REQUEST FORM**  
**SOUTHEAST DUBOIS COUNTY SCHOOL CORPORATION**

To be completed for all school sponsored trips. Bus use not authorized until signed by the Assistant Superintendent or his designee and copy of the form is returned to the person making the transportation request.

For our trip, we will need:

BUS \_\_\_\_\_ SP-01 or 02 \_\_\_\_\_

Date of Trip	Leave Time	Return Time	Traveling To	DRIVER

The cost of the trip will be paid from the \_\_\_\_\_ fund.

The bus will be clean inside when it is picked up. Please return it in the same condition. Do not allow students to sit on the seat backs or use the rear emergency exit unless there is an emergency.

\_\_\_\_\_  
 Signature of Person Requesting Transportation

\_\_\_\_\_  
 SCHOOL