



Beautiful Plains School Division

Request for Bus Transportation (Out-of-School Activities Request)

1. Requests should be submitted as soon as possible, but not later than two weeks in advance of the event for out of Division; and (5) working days in advance for within Division.
2. Before travelling, supervisors are required to provide a list of students actually riding on the bus to the school and to the bus driver.

SCHOOL:	DATE: (submitted)
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ACTIVITY INFORMATION		
DESTINATION:	DATE OF ACTIVITY:	
TYPE OF ACTIVITY:	No. of STUDENTS:	GRADE LEVEL:
DEPARTURE TIME:	RETURN TIME: (approx.)	
NAME(S) OF SUPERVISOR(S):	CONTACT PERSON:	
ITINERARY: (if more than one stop - use reverse for additional space)		

Youth Safe Outdoors Guidelines Applicable	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Youth Safe Outdoors Guidelines have been reviewed with participants	YES <input type="checkbox"/>	NO <input type="checkbox"/>

ACTIVITY AUTHORIZATION
(The above activity has been approved by:)

_____ <i>Principal's Signature</i>	_____ DATE
_____ <i>Superintendent's Signature</i>	_____ DATE

TRANSPORTATION ARRANGEMENTS
(To be completed by Transportation Supervisor)

(a) Bus(es) will be available and the Driver(s) will be:

(b) It is not possible to provide a bus for this activity

_____ <i>Transportation Supervisor's Signature</i>	_____ DATE
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ITINERARY: *(include address if locations unfamiliar)*