

East Dubuque Unit School District #119 Transportation Request Form

Timeliness

Transportation Request Forms should be submitted to your Administrator and Transportation Director at least **two weeks** prior to the activity.

Passenger List

A Passenger List is required for all trips involving students. All persons riding the bus must be listed. For trips outside of the school day, attach a passenger list showing the students' names, addresses, parents' names, and phone numbers. (You may use your class list; add or delete names as needed.) The person in charge of this trip will be responsible for checking the list against the people on the bus.

Field Trip/Activity Permission Form

The person in charge of this trip should ensure that all students riding the bus have submitted a form. These are **not** needed for athletic events.

Emergency Numbers

Jeff Weydert	815-631-3594
Grover Priebe	815-266-1545
TJ Potts	563-451-7080
Darren Sirianni	815-990-8649
Wes Heiar	815-355-3706

The East Dubuque Public Schools does not allow employees to use cellular phones during the operation of any district vehicle including but not limited to school buses, vans, cars, trucks, lawn care equipment, and earth moving equipment. Violation of this rule will result in disciplinary action, and possible termination of employment.

Request Information

Today's Date: _____

Requesting: Bus(es) _____ Van(s) _____

Person in Charge: _____

Date of Departure: _____

Time of Departure: _____

Loading Point: _____
(If van requested – Loading Point is back lot of HS by bus barn)

Destination: _____

Date/Time for Return: _____

Time to leave for the return trip to ED (for Bus):. _____

Type of Event: _____

Total Number in Group: _____

Chaperone: _____

Chaperone: _____

For field trips, please describe the educational value (continue on the back if necessary): _____

Administrator's Approval _____ Date _____

Transportation Director's Approval _____ Date _____

Updated: 8/1/2022