

Westlake High School

Bus Request

****Bus requests must be given to the front office *at least 2-weeks* prior to the event****

****Bus requests should be turned in *after* the field trip/activity has been approved—athletics is the only exception****

Starting Location _____
(including pick-up location i.e., main loop, northeast lot, etc.)

Destination _____

Student Group _____

Description (i.e., Varsity Soccer) _____

of Passengers _____
(56-passenger max for 1 Bus)

of Buses _____

of Wheelchairs _____

Bins? Yes No

Departure Date ____/____/____

Return Date ____/____/____

Departure Time ____:____ AM PM
(Bus arriving at WHS for pick-up)

Return Time ____:____ AM PM
(Bus returning to WHS)

Contact Person _____

Cell # _____

Minutes Required to Load Bus _____
(15-minute max)

Shuttle Run? Yes No

If yes, how many periods? _____

Account(s) to be charged _____
(Mile 1 – 11=\$50/Mile 12 & Up=\$4.00/Mile)

Multiple Stops 1. _____ Pick-up Time _____

2. _____ Pick-up Time _____

3. _____ Pick-up Time _____

For Office Use Only

Date Scheduled _____ Bus Request # _____ Cost of Bus _____