

# NEWTON-CONOVER CITY SCHOOLS REQUEST FOR USE OF YELLOW SCHOOL BUS

(This request form is to be used only if a white activity bus is not available.)

**Send 10 days in advance of trip**

School Name: \_\_\_\_\_ Person Making Request: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Trip Date: \_\_\_\_\_ Trip Time: \_\_\_\_\_ depart \_\_\_\_\_ return

**Wheelchair/Equipment Lift Needed:**

Yes  No \_\_\_\_\_ **Initials indicate student rosters were checked for special needs equipment**

Signature of Principal or Principal Designee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Sylvia White, Director of Personnel \_\_\_\_\_ Date \_\_\_\_\_

Signature of Transportation Director \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Name on request form signifies electronic signature of approval**

Person(s) Responsible for Activity: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Driver (s): \_\_\_\_\_

Number of Buses: \_\_\_\_\_ Bus Numbers \_\_\_\_\_ Location of Bus Parking: \_\_\_\_\_

**Description of Route** (Please be specific): (Note: You may not deviate from route unless there is an emergency.)

**Correlation to NC Standard Course of Study (Check all that apply):**

**Curriculum Area (s):**

- |  |  |                                    |   |
|--|--|------------------------------------|---|
| <input type="checkbox"/> Language Arts | <input type="checkbox"/> Math          | <input type="checkbox"/> Science   | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Guidance      | <input type="checkbox"/> Cultural Arts | <input type="checkbox"/> Health/PE | <input type="checkbox"/> Other          |

Goal: \_\_\_\_\_

State Objectives: \_\_\_\_\_

Goal: \_\_\_\_\_

State Objectives: \_\_\_\_\_

Goal: \_\_\_\_\_

State Objectives: \_\_\_\_\_

**Step 1: Schools-Send form to Sylvia White, Director of Personnel**

Step 1: Date:

**Step 2: Form sent to Transportation Director**

Step 2: Date:

**Step 3: Form returned to School**

Step 3: Date: