

**East Dubuque Unit School District #119  
Transportation Request Form**

**Timeliness**

Transportation Request Forms should be submitted to the building principal at least **two weeks** prior to the activity.

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.

**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 this form. These are not needed for athletic events.

**Emergency Numbers**

Jeff Weydert	815-631-3594
Grover Priebe	815-266-1545
TJ Potts	815-289-6406
Darren Sirianni	815-990-8649
Wes Heiar	815-355-3706

**Request Information**

Today's Date: \_\_\_\_\_  
Person in Charge: \_\_\_\_\_  
Date of Departure: \_\_\_\_\_  
Time of Departure: \_\_\_\_\_  
Loading Point: \_\_\_\_\_  
Destination: \_\_\_\_\_  
Date for Return Trip: \_\_\_\_\_  
Time you wish to leave for the return trip to E.D.: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Total Number in Group: \_\_\_\_\_

Requesting: Bus(es) \_\_\_\_\_ Van(s) \_\_\_\_\_  
(Write in a quantity)

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: 09/18/2018