



# Pawtucket School Department

PO Box 388

Pawtucket, RI 02862-0388

Phone: (401) 729-6324 Fax: (401) 729-9247

## SCHOOL DEPARTMENT BUS REQUISITION

**THIS REQUISITION MUST BE SUBMITTED 2 WEEKS PRIOR TO EVENT!**

Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

School \_\_\_\_\_ Telephone \_\_\_\_\_

Number of Students \_\_\_\_\_ Date Needed \_\_\_\_\_

Destination \_\_\_\_\_ City \_\_\_\_\_

Starting Time \_\_\_\_\_ Departure Time \_\_\_\_\_

Number of Chaperones \_\_\_\_\_ **TOTAL Number** \_\_\_\_\_

### **PLEASE NOTE:**

- Buses **not available** before 9:00 a.m. **Departure time no later than 12:30 p.m.**
- Buses are available for Pawtucket trips – Monday through Friday.
- Buses are available for out-of-city trips – Monday, Wednesday, & Friday only.
- **Buses are not available between 10:30 a.m. through 12:15 p.m.**

Comments:

\_\_\_\_\_

Educational goals and objectives of the trip (please be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
**REQUIRED: Principal Signature**

\_\_\_\_\_  
**REQUIRED: Assistant Superintendent Signature**

In the event of CANCELLATION, please call one of the following by 4PM the day before the event  
Gary Gray at 729-6270, or Cindy Antypas at 729-6324.

Approved

Denied

No Bus Available

Computer Permit will be sent to Principal and Teacher