



SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS

SCHOOL BUS RESERVATION REQUEST

Teacher: _____

Request date: _____

School: _____

No. of students: _____

Destination / Activity: _____

Date of Trip: _____

Time of Departure: _____

Time of Return: _____

Purpose of Trip: _____

Principal: _____

Date: _____

Transportation Dept: _____

Date: _____

Directions: Before completing this form, email Marisol Rodriguez, Transportation Supervisor, to check bus availability.

When the date is agreed upon by the venue, school, and Transportation Dept, please submit this form to Marisol for final written confirmation.