



Beautiful Plains School Division

Request for Bus Transportation (Out-of-School Activities Request)

1. Requests should be submitted as soon as possible, but not later than two weeks in advance of the event for out of Division; and (5) working days in advance for within Division.
2. Before travelling, supervisors are required to provide a list of students actually riding on the bus to the school and to the bus driver.

SCHOOL:

DATE:
(submitted)

ACTIVITY INFORMATION

DESTINATION:	DATE OF ACTIVITY:	
TYPE OF ACTIVITY:	No. of STUDENTS:	GRADE LEVEL:
DEPARTURE TIME:	RETURN TIME: (approx.)	
NAME(S) OF SUPERVISOR(S):	CONTACT PERSON:	
ITINERARY: (if more than one stop - use reverse for additional space)		

Manitoba Physical Activity Safety In Schools (MPASS) Applicable YES ☐ NO ☐
MPASS Guidelines have been reviewed with participants YES ☐ NO ☐

ACTIVITY AUTHORIZATION

(The above activity has been approved by:)

Principal's Signature

DATE

Superintendent's Signature

DATE

TRANSPORTATION ARRANGEMENTS

(To be completed by Transportation Supervisor)

(a) Bus(es) will be available and the Driver(s) will be:

(b) It is not possible to provide a bus for this activity

Transportation Supervisor's Signature

DATE

See Reverse →

ITINERARY: *(include address if locations unfamiliar)*