

BUS REQUEST FORM

School will fill out this section and send to Harlow's:

School Requesting Bus _____ Date of Request _____

Date bus is needed _____ Departure time _____ Campus Pick up CP ___ WS ___

Wilsall Pickup Red bldg. _____ White bldg. _____

Destination _____ Destination Arrival time _____

Depart for school at _____ (Bus departs return to School)

Number of students/grade _____ Number of teachers/adults _____

Group _____ Teacher/Coach/Advisor _____

Administrator _____ Date _____

Harlow's will fill out and return to school:

Number of busses needed _____ (Policy is 45 students per bus 6th & up)

Approx. number of miles _____ (We will use actual Miles after trip for billing)

Approx. number of wait hours _____ (We will use actual wait time after trip for billing)

Please fill out, scan and email to Harlow's at least 5 days prior to trip. If the trip is canceled for any reason other than inclement weather, the school will be charged for one hour wait time per bus requested if bus arrived and then canceled.

Email to rick.hescock@harlowsschoolbus.com