

ORDER NUMBER: \_\_\_\_\_(BSBL USE ONLY)

**GREAT FALLS PUBLIC SCHOOLS  
SCHOOL BUS ONLY CHARTER TRANSPORTATION REQUEST FORM  
2019-2020 SCHOOL YEAR**

**(IN TOWN CHARTERS)**

**May be subject to time restrictions; No departure before 8:45AM  
Return to school no later than 2:30 PM**

**ATHLETIC CHARTERS – MUST GO THROUGH “MIKE HENNEBERG”  
MUSIC/ART CHARTERS – MUST GO THROUGH “DUSTY MOLYNEAUX**

**IN TOWN**                       **OUT OF TOWN**

**PLEASE: CALL AND CONFIRM WITH THE CONTRACTOR  
AT LEAST TWO (2) DAYS PRIOR TO YOUR CHARTER**

**(IMPORTANT:PROVIDE ALL APPLICABLE INFORMATION BELOW AS REQUESTED!)**

<b>TODAY'S DATE:</b>		
<b>DEPARTMENT/ACTIVITY MAKING REQUEST:</b>		
<b>SCHOOL ADDRESS:</b>		
<b>POINT of CONTACT:</b>	<b>CONTACT CELL/PHONE NUMBER:</b>	
<b>DATE OF CHARTER:</b>	<b>NUMBER OF REQUESTED BUSES:</b>	
<b>DEPARTURE TIME:</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM	
<b>DEPARTURE LOCATION/ADDRESS:</b>		
<b>GOING WHERE:</b>	<b>DOES BUS STAY WITH GROUP:</b> <input type="checkbox"/> Y <input type="checkbox"/> N	
<b>DATE RETURNING:</b>		
<b>RETURN TIME:</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM	
<b>ARRIVAL TIME BACK AT SCHOOL:</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM	
<b>“TOTAL NUMBER OF PASSENGERS”:</b>		
<b>SPECIAL EQUIPMENT NEEDED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>DESCRIBE WHAT IS NEEDED:</b>		
<b>IF APPLICABLE DESCRIBE CURRICULUM PLANNING FOR TRIP:</b>		
<b>(TO BE COMPLETED ONLY BY THE TRANSPORTATION OFFICE)</b>		
<b>DATE RECEIVED :</b>	<b>DATE TO CONTRACTOR:</b>	<b>DATE SENT TO SCHOOL:</b>
<b>CONTRACTOR:</b>	<b>CONTRACTOR PHONE NUMBER:</b>	<b>CHARTER NUMBER:</b>
<b>(MUST BE FILLED IN)</b>		
<b>CHARGE CODE/WHO IS PAYING FOR CHARTER:</b>		
<b>APPROVED BY:</b>	<b>(MUST BE SIGNED)</b>	

**Great Falls Public Schools (School Bus ONLY) Charter Request Form Supplement**

**School:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Group:** \_\_\_\_\_

<i>Date/Time Leaving</i>	<i>Departing Location</i>	<i>Destination</i>	<i>Date/Time Returning</i>	<i>Arrival Time Back</i>	<i>No. of Passengers</i>	<i>Contractor Charter No.</i>
_____ _____	_____	_____	_____ _____	_____	_____	_____
<i>Date/Time</i> _____ _____	_____	_____	<i>Date/Time</i> _____ _____	_____	_____	_____
<i>Date/Time</i> _____ _____	_____	_____	<i>Date/Time</i> _____ _____	_____	_____	_____
<i>Date/Time</i> _____ _____	_____	_____	<i>Date/Time</i> _____ _____	_____	_____	_____
<i>Date/Time</i> _____ _____	_____	_____	<i>Date/Time</i> _____ _____	_____	_____	_____
<i>Date/Time</i> _____ _____	_____	_____	<i>Date/Time</i> _____ _____	_____	_____	_____
<i>Date/Time</i> _____ _____	_____	_____	<i>Date/Time</i> _____ _____	_____	_____	_____
<i>Date/Time</i> _____ _____	_____	_____	<i>Date/Time</i> _____ _____	_____	_____	_____
<i>Date/Time</i> _____ _____	_____	_____	<i>Date/Time</i> _____ _____	_____	_____	_____