

Safe/Drug-Free Schools and Communities/CHARACTERplus  
**Request For Bus**

Please complete and send to:

**Linda Bell**

Safe/Drug-Free Schools Office  
801 N. 11th Street – St. Louis, MO 63101  
**345-4471 or Fax: 345-4481 or 345-4482**

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Information should be in at least **three weeks** before your field trip. Your field trip must be related to a Safe/Drug-Free School activity. **You are responsible for completing the IN-15 Form and Parental Consent Forms.** Your bus will be ordered by the Program Office. ***Each school is allotted 1 bus per school year.***

Requested By \_\_\_\_\_ School \_\_\_\_\_

School Address \_\_\_\_\_ Zip \_\_\_\_\_ Ph. \_\_\_\_\_

Destination/ Address \_\_\_\_\_

Date of Field Trip \_\_\_\_\_

Time of Departure From School \_\_\_\_\_

Time of Departure From Destination \_\_\_\_\_

Time of Return to School \_\_\_\_\_

*Include lunch stop time*

Number of Students \_\_\_\_\_ Number of Adults \_\_\_\_\_

Will there be a lunch stop \_\_\_\_\_ If yes, where \_\_\_\_\_

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**Office Use Only**

*Reviewed By* \_\_\_\_\_ *Date* \_\_\_\_\_

*Approved { }*

*Disapproved { }*

*Bus Ordered on* \_\_\_\_\_ *By* \_\_\_\_\_