



ORANGE TOWNSHIP PUBLIC SCHOOLS

Administration Building

451 Lincoln Avenue Orange, New Jersey 07050

Tel: (973) 677-4190 Fax: (973) 673-0535

Website: <http://www.orange.k12.nj.us>

Dr. Nathan N. Parker
Superintendent of Schools

Department of Business Administration

Adekunle O. James, Business Administrator/Board Secretary

Chavous Hatchell, Accountant

Beverly Bowers, Transportation Operator

DISTRICT BUS TRANSPORTATION REQUEST FORM

NOTE: ALL REQUESTS MUST BE DONE (1) ONE MONTH IN ADVANCE

School Requesting Transportation: _____ Date of Trip: _____

Teacher Supervising Trip: _____ Departure Time: _____

Destination: _____

of students attending trip? _____ # of chaperones? _____

Principal's Approval _____ Date _____

Chavous Hatchell, Accountant _____ Date _____

Bus available? _____
YES _____ NO _____

Sussex County Regional Cooperative

P.O. Box 1029

Hopatcong, NJ 07843

Phone: 973-398-3583

Fax: 973-398-3683

E-mail: Ria Gurski <r.gurski@hotmail.com>

Orange Public Schools Field Trip Request Form

Trip should be billed to (name of school): _____

Contact Person: _____

Phone #: _____

Extension: _____

Date of Trip: _____

Fax #: _____

of Students: _____

of Adults: _____

Total Passengers: _____

Departure Time: _____

Departure Time Trip Location: _____

or

Return Time School Location: _____

Type of Trip:

Field Trip _____

Athletic Trip _____ (Type of Sport): _____

Departing From: _____

Address: _____

City/State: _____

Destination: _____

Address: _____

City/State _____

of Vehicles: _____

Coach: _____

School Bus: _____

Authorizing Signature (School): _____

To Be Completed by Sussex County Regional Cooperative - Confirmation Info:

Bus Company Name: _____

Bus Company Phone #: _____

Cost Per Vehicle: _____

2% Commission: _____

Show/No Go Rate: _____

Total Cost Per Vehicle: _____

Total Cost: _____

2% Commission/Administrative Fee will be charged even if trip does not go.