



ORANGE TOWNSHIP PUBLIC SCHOOLS
Administration Building
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Ronald C. Lee
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: _____

Return Time: _____

Destination: _____

of students attending trip? _____ # of chaperones? _____

Principal's Approval

Date

Chavous Hatchell, Accountant

Date

Bus available? _____
YES NO