

**COMMUNITY-BASED EDUCATION: REQUEST FOR BUS USE**  
Department of Special Education  
Lincoln Public Schools

School Year: \_\_\_\_\_

Semester:  1<sup>st</sup>     2<sup>nd</sup>

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

Teacher: \_\_\_\_\_ Email: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Email: \_\_\_\_\_

Community-Based Vocational Site Agreements: ORIGINAL agreements must be completed and sent to Teri Ourada, LPSDO Box 43, at least three weeks prior to the start of CBE buses beginning for the semester.

The following form must be completed, stapled (in this order), and submitted to:

\*\*\*Building Special Education Coordinator (originals)

\*\*\*Teri Ourada, LPSDO Box 43 (copies)

- 1) *Community Action Plans*
- 2) *Parent/Guardian Permission for Community Educational Site (attach site list as needed)*
- 3) *Training Agreements*

- Community-Based buses will be scheduled on a **SEMESTER** basis.
- Each day of the week (M-F) must be completed. If you will not be using CBE transportation, you must type "NO BUS" on the "Purpose of Visit" line for each day.
- You must complete the date line for each day of the week for the semester. If you do not request a bus, you must type "NO BUS" on the "Purpose of Visit" line next to that date.
- Semester schedules must be returned in by the due date or buses will not be sent.
- Review your building's district testing schedule prior to submitting this form. No buses should be requested on a date that your building has district testing.
- No buses will be scheduled for middle schools or high schools during Finals.
- Review your building's State Tournament/Athletic schedule prior to submitting this form. No buses should be requested on a date that your building is scheduled to host State Tournaments.
- Buses must be scheduled with consistent pick-up and drop-off times. Changes will not be made to the schedule.
- For any bus cancellations, building staff must call Transportation (1073) and email Teri Ourada (tourada) and Tanya Hilligoss (thillig).

Send this completed Request for Bus Use form as an attachment to:  
Teri Ourada (**tourada**)

# MONDAY:

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Building Pick-Up Time: \_\_\_\_\_ Building Return Time: \_\_\_\_\_

Total Number of Passengers: \_\_\_\_\_ Students (non-WC): \_\_\_\_\_ WC: \_\_\_\_\_ Adults: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

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Location: \_\_\_\_\_ Address: \_\_\_\_\_

# MONDAY (continued):

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

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Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

# TUESDAY:

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Building Pick-Up Time: \_\_\_\_\_ Building Return Time: \_\_\_\_\_

Total Number of Passengers: \_\_\_\_\_ Students (non-WC): \_\_\_\_\_ WC: \_\_\_\_\_ Adults: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

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Location: \_\_\_\_\_ Address: \_\_\_\_\_

# TUESDAY (continued):

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

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Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

**WEDNESDAY:**

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Building Pick-Up Time: \_\_\_\_\_ Building Return Time: \_\_\_\_\_

Total Number of Passengers: \_\_\_\_\_ Students (non-WC): \_\_\_\_\_ WC: \_\_\_\_\_ Adults: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

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Location: \_\_\_\_\_ Address: \_\_\_\_\_

# WEDNESDAY (continued):

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

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Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

**THURSDAY:**

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Building Pick-Up Time: \_\_\_\_\_ Building Return Time: \_\_\_\_\_

Total Number of Passengers: \_\_\_\_\_ Students (non-WC): \_\_\_\_\_ WC: \_\_\_\_\_ Adults: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

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Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

# THURSDAY (continued):

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

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Location: \_\_\_\_\_ Address: \_\_\_\_\_

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Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

# FRIDAY:

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Building Pick-Up Time: \_\_\_\_\_ Building Return Time: \_\_\_\_\_

Total Number of Passengers: \_\_\_\_\_ Students (non-WC): \_\_\_\_\_ WC: \_\_\_\_\_ Adults: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

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# FRIDAY (continued):

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