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| <b>School:</b>                |             |                 | <b>Year/Season: 2017 Winter</b> |                 |             |                                  |
| <b>Address:</b>               |             |                 | <b>Number of Passengers:</b>    |                 |             |                                  |
| <b>Coach Name:</b>            |             |                 | <b>Sport:</b>                   |                 |             |                                  |
| <b>Destination:</b>           | <b>Date</b> | <b>P/U Time</b> | <b>Depart Time</b>              | <b>Practice</b> | <b>Game</b> | <b>Number of Requested Buses</b> |
| <b>Location &amp; Address</b> |             |                 |                                 |                 |             |                                  |
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***Transportation will be provided by The Newark Public Schools or arranged through the Essex Regional Educational Services Commission and provided by contracted vendors.***

When transportation is provided by a contractor, email, Tynisha Powell at [t.powell@eresc.com](mailto:t.powell@eresc.com), Quanika Dukes-Spruill at [qspruill@nps.k12.nj.us](mailto:qspruill@nps.k12.nj.us) and Ruthie Williams-Bray at [rbray@nps.k12.nj.us](mailto:rbray@nps.k12.nj.us) when:

- There are changes to the above schedule. Use this form when making changes and/or new requests
- When there are cancellations for Commission provided buses use the Commission’s Google Docs Cancellation Form
- When there are issues with the vendor (i.e. late arrival, vendor leaving location, discrepancies) *(instruct coaches to always get the name and phone number of the contracted vendor)*

If the Office of Pupil Transportation is providing transportation, email changes, concerns and cancellations to [qspruill@nps.k12.nj.us](mailto:qspruill@nps.k12.nj.us) and Ruthie Williams-Bray at [rbray@nps.k12.nj.us](mailto:rbray@nps.k12.nj.us), Tony Woods at [s2woods@nps.k12.nj.us](mailto:s2woods@nps.k12.nj.us) or call (973) 733-7290

**Name of Coach:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_