

TRANSPORTATION REQUEST

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|-----------------|--|---|
| School: | | INSTRUCTIONS: 1. A separate request must be submitted prior to each trip and sent to the Transportation Department. 2. Approval must be given prior to each trip by the office and Transportation Department. 3. Completed request must be returned to the Transportation Department upon completion of trip. |
| Date submitted: | | |
| Submitted By: | | |

↓ THIS SECTION TO BE COMPLETED BY SPONSOR/TEACHER/PRINCIPAL ↓

| | | |
|--|-----------------------------|---------------------------|
| Destination: | Date of Trip: | Number of Riders: |
| Group requesting Transportation: | Departure time from School: | Arrival time upon return: |
| Person(s) in Charge: | Charge to: | |
| Comments: (Include all directions or Special Instructions) | | |
| | | |
| Date Approved: | Approved By: | Title: |

↓ THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT ↓

| | | | |
|----------------|--------------------|--|--------------------|
| Date Received: | Date Acknowledged: | Vehicle: <input type="checkbox"/> Car <input type="checkbox"/> Van <input type="checkbox"/> Bus <input type="checkbox"/> Truck | Ending Mileage: |
| Comments: | | | Beginning Mileage: |
| | | | Total Mileage: |
| Date Approved: | Approved By: | Title: | Driver Signature: |

| Driving Time | Total Drive Time | Standby Time | Total Standby Time |
|---------------|------------------|---------------|--------------------|
| Start Time AM | | Start Time AM | |
| Stop Time AM | | Stop Time AM | |
| Start Time PM | | Start Time PM | |
| Stop Time PM | | Stop Time PM | |