

Transportation Request

Instructions: A transportation request form is to be completed for each Field Trip or Activity. This form is to be submitted to your Building Principal for approval.

Teacher / Coach / Sponsor:

School:

Date of Trip:

Destination:

Time Bus Departs from School:

Time Bus Arrive at School:

Group / Class to be Transported:

Number of Students:

Number of Adults:

Will there be a stop for food during the trip? Yes No

If yes where will you be stopping.

Building Principal: Approved:

Date:

This section is to be completed by the Transportation Director.

Vehicle Assigned for Trip:

Driver Assigned to Trip:

Load Time:

Departure Area:

- Bus Loading Zone
- West Parking Lot
- South Gym Entrance
- Sports Complex
- Pick up Vehicle(s) at Bus Barn
- Pick up Key from Mrs. Stanley
- Pick up Key from Mr. Martin
- Pick up Key from Mrs. McCartney

Signature of Transportation Director: D.J. McCarley