



Revised 9/12/18

Luling ISD Transportation Request Application

Transportation Received Date _____

Please complete the following application and return it to your campus secretary for field trips/Non-Athletic events or UIL Athletic Team events. Request(s) need to be turned into the transportation department. Once your event application has been review and processed, the transportation department will contact your campus secretary.

Transportation request must be submitted three **weeks** prior to the date of the event to allow for scheduling of drivers and buses. If the event is a field trip, you submit three dates for consideration.

Prior approval for all travel shall be obtained before any expenses are incurred.

Date of Application _____ Name of Person Completing Application _____

Email _____ Phone Number _____ Campus _____

Type of Event: _____ Name of Organization _____ Grade Level Participants: _____
(Example HS Football/Field Trip) (Example Athletic/UIL Academics)

****TO BE ELIGIBLE TO RIDE LULING ISD SCHOOL BUS****

ALL NON-DISTRICT EMPLOYEES SHOULD HAVE SUBMITTED A VOLUNTEER APPLICATION TO CENTRAL OFFICE 3 DAYS PRIOR TO SCHEDULE EVENT

Number Students _____ Number Teachers _____ Number Chaperones _____**
Example: Students 45 Teachers 4 Chaperones 4

List all Teachers/Chaperones going on the trip: _____

Date of Event: _____ 2nd Date: _____ 3rd Date: _____
Field Trip 1st Choice/UIL Event Date Field Trip 2nd Choice/UIL Event Date Field Trip 3rd Choice/UIL Event Date

Departure Time Requesting _____ Time Event Begins: _____ **Return time for all Field Trips is 2:45PM**
Time Coach wants to pick up Bus ↻

Name of Bus Driver other than Transportation Personnel _____
(This is not for Field Trips only Sporting Events)

If Field Trip, Purpose of Field Trip: _____

Bus Loading Location _____

Name of Destination _____

Event Address _____
Street City, State Zip

Lunch Destination (if different) _____

Principal's Signature: _____ Date: _____ Trans. Dept. Approval _____

Budget code: _____ or Activity Acct. _____