

2018-2019 School Year
NORTH COLLEGE CITY SCHOOLS

Trip # Assigned: _____

How Many?: Bus _____

- **PLEASE NOTE: K-6th grade passengers 72/bus (not including teachers or Chaperones)**
- **7-12th grade passengers 48/bus**

TRANSPORTATION REQUEST FORM (Date Received at CO _____)

The _____ of _____ School requests transportation on
(Organization) (School)

_____, _____, for _____ students to participate in a
(Day of Week) (Date) (#)

_____. We wish to leave at _____ a.m.; p.m.
(Type of Activity) (Time)

from _____
Location

in order to arrive at _____ as planned.
(Place and Town of Destination)

We expect to depart from our destination at _____ a.m.; p.m. The chaperones supervising
this group will be _____ and _____.
(Chaperone #1) (Chaperone #2)

Signed: _____ Date _____
(Teacher/Coach) (Principal) Date

FIELD TRIPS

____ 001-4100-141-010 Elementary _____ 001-4100-141-021 High School
____ 001-4100-141-020 Middle School

MISCELLANEOUS

____ 001-4130-141-021 High School Music & Band _____ 001-4510-141-021 High School Sports
____ 001-4510-141-020 Middle School Sports _____ Other

TRANSPORTATION TRAVEL CERTIFICATE

Permission is hereby granted for the use of Bus No. _____ of the First Student Transportation to transport
participants with teacher(s), and chaperon(s) from NCH to _____ and return on _____.

Approved _____ Disapproved _____ Signature _____
(Transportation Supervisor)

TRIP INFORMATION

*(Note: This certificate must be carried on the van/bus on the trip for which it is issued and returned to the
Transportation Supervisor after the return.)*

Bus No. _____ / Van _____ Time of Departure _____ Time of Return _____ Total Hours _____
Speedometer Reading: At start of trip _____ At end of trip _____
Number of miles traveled _____

I certify that the starting and ending times are correct:

(Signature of Coach)

(Signature of Driver)