

PLEASE CIRCLE ALL THAT APPLY	ACTIVITY OR FIELD TRIP	TRANSPORTATION YELLOW OR White BUS	
1. Request must be received by the Transportation Office at least two weeks prior to each trip.			
2. A separate request form must be filled out for each trip.			
3. Print out this form.			
4. Obtain Principal's and Superintendent's approval.			
5. Copies will be returned by the Transportation Office following approval.			
6. Prior to the day of the trip (no less than 4 days) check the Bus conformation sheet, posted in each school office to confirm the date and time of your trip.			
Date of Trip:		School:	Destination:
Departure Time:	Number of Riders (Adults & Students)		Return Time: Group:
Teacher/Coach in Charge:			Date Submitted:
Purpose/Educational Value:			
Teacher or Coach in charge of driving the Activity (White) Bus:			
Comments: (Included all Directions or Special Instructions)			
1. Principal Signature:			Date Approved:
2. Superintendent Signature:			Date Approved:
<u>TRANSPORTATION APPROVAL-THIS SECTION TO BE COMPLETED BY THE TRANSPORTATION OFFICE</u>			
Date Received:		Approved By:	
Date Acknowledged:		Vehicle #:	BUS: VAN: OTHER:
Driver Assigned:			
3. Copy-Athletic Director	4. Original-Transportaion Office	5. Copy-Driver	6. Copy-Superintendent's Office
7. Copy-Person Requesting Bus			