

REQUEST FOR TRANSPORTATION

INSTRUCTIONS: Request must be submitted two (2) weeks prior to trip to assure vehicle availability. Send all copies to Transportation. Appropriate copies will be returned by Transportation following approval. A student and chaperone list must be included if students are involved.

Day(s) Needed _____ DAY _____ DATE SUBMITTED _____

Date Needed _____

Destination _____ DEPARTMENT _____

Street Address _____ CHARGE TO _____

Phone No. _____ Meeting/Workshop Attending _____

Number of Students _____ + Adults _____ = Total _____

Time of Departure _____ Estimated Time of Return _____

Requested By _____

Approved By _____ Title _____

Date Approved _____

Special Instructions: _____

Please Fill in mileage and return Driver's Copy to Transportation after completion of trip.

Ending Mileage _____ Beginning Mileage _____ Total Miles Traveled _____

THIS SECTION TO BE COMPLETED BY TRANSPORTATION

Date Received _____

Assignment: Bus / Vehicle _____ Van _____

Car _____ Other _____

Driver _____

Approved By: _____ Date Approved: _____

Driver's Instructions:

**Driver must have copy of Request in Possession during trip.
Seat belts must be worn if available.**