

# 1.8F1 -- Transportation Request

School Site \_\_\_\_\_

Organization \_\_\_\_\_

\*\*Request must be submitted to Principal a minimum of 15 school days prior to the event

\*\*Principal must submit request to Transportation Director a minimum of 10 days prior to the event

\*\*Upon approval by Transportation Director a copy will be sent to the requesting principal

Date of Trip	No. of Students	Date Request Submitted
Destination	Street Address	City
Departure Time	Return Time	Purpose of Trip
Signature of Person Requesting		Name of Accompanying Adult(s)

Canceled by:	Date Cancelled	Rescheduled for:
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Principal			
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Principal's Signature	Date

Transportation Director			
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Transportation Director's Signature	Date
Bus Number	Driver's Name	Date	No. of Students
Depart from Bus Garage Time:                      Odometer Reading:		Remarks	
Return to Bus Garage Time:                      Odometer Reading:		Did you miss a regular bus run?	
Total Hours	Total Miles	Driver's Signature	