

Field Trip Transportation Request Form

IMPORTANT!! READ CAREFULLY: Allow at least 15 working days for processing. Forms must be received in the Transportation Office five (5) working days before the event in order to provide bus(es) and driver(s) if they are available.

SPONSOR MUST call Transportation Office at least on (1) day before trip to confirm all arrangements.

At least one sponsor is required on each bus, and sponsors must maintain a safe, clean atmosphere on the bus.

Campus _____

Group/Description _____

Destination (include meal stops, etc) _____

Departure location at school _____

Requestor Name _____ Contact Cell # _____

Comments _____

AM/PM

Departure Date .. MMDDYY ____/____/____ Loading Time ____:____

Return Date .. MMDDYY ____/____/____ Return Time ____:____

Day of the Week _____

APPROVAL THROUGH PROPER CHANNEL:

Requestor _____ Date ____/____/____ Date given to Principal ____/____/____

School Principal _____ Date Rec'd ____/____/____ Acted on ____/____/____

Transportation _____ Date Rec'd ____/____/____ Acted on ____/____/____

Received by Durham: ____/____/____

(To be completed by the Transportation Office)

Driver _____ Emp # _____

Bus # _____ Bumper # _____

Time Begin _____ Time End _____

Mileage Begin _____ Mileage End _____

Special Instructions _____