TRANSPORTATION REQUEST

DATE: _____

TO: **Donald Neighbors**

FROM: _____

RE: **USE OF SCHOOL VEHICLES(S)**

I need the following vehicle(s) scheduled for:

Event: _____

Destination: _____

Type of Trip: _____(use code below) Mileage _____

Rationale: _____

Lunch: (mark one if applies) _____sack lunch _____ stopping for lunch

Number vehicles needed: Bus(es)/reg. _____ Bus(es)/handicap _____ Van _____

Number of Students/Adults: _____

Leave from: _____ on _____ _____
Location Date Time

Return to: _____ on _____ _____
Location Date Time

(if there should be a problem with schedule, please call office as soon as possible)

_____
Signature of Administrator

Type of Trip

1. Regular educational field trip which is part of curriculum (must be part of regular school day)
2. Vocational educational field trip which is part of curriculum (must be part of regular school day)
3. Sp.Ed. educational field trip which is part of curriculum (must be part of regular school day)
4. Academic contests
5. Field trip unrelated to the instructional program (ex. reward for good behavior or field trip which is not on a school day)
6. Field trip funded with grant funds (Title I, Gifted, etc.)
7. Trip being funded by Class or Club
8. Extracurricular and/or co-curricular activities

(If you use code 1, 2 or 3, you must include rationale related to the educational curriculum for taking the field trip.)

Trip has been scheduled by Transportation Supervisor

_____ _____
Transportation Supervisor Signature Date