

Date Submitted: _____

Transportation Request

MUST BE IN TRANSPORTATION OFFICE TEN (10) DAYS PRIOR TO TRIP

Date of Trip:	School:	Group:	Destination:
Departure Time From School:	Return Time To School:	Number of Riders:	Teacher in Charge:

Distance to Destination: _____ Number of Buses: _____ Student/Teacher Ratio: _____

Names of accompanying adults: _____

Purpose of Trip: _____

I hereby seek permission for transportation and have read and understand the guideline as described.

Requestor

Approval is given subject to availability of equipment and personnel on the date of the trip.

Driver's time on trip: _____ X \$12.24 per hour = \$ _____

Overtime: _____

Total Gross: _____

Matching FICA- M/C- _____

Total: _____

Agenda for Trip: _____

Approved: _____ Date: _____

Director of Transportation