

# NORTH CENTRAL CAREER CENTER TRANSPORTATION REQUEST

## PROCEDURE TO BE FOLLOWED

1. Each teacher/sponsor must fill out a Transportation Request form for ANY approved field trip or event. Return the form to the office and obtain director's signature. If administrator does not sign request form, request will NOT be processed and there will be no transportation.
2. Once form has been signed, the director will process it to the bus barn for transportation arrangements.
3. There will be NO confirmation returned from the Transportation Dept. UNLESS there is a problem/conflict.

Teacher/Coach \_\_\_\_\_ Department/Class \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Leadership or Competition? (please circle)

Do you need a sub?      Yes      No

Karen Nail notified at least 2 days in advance for announcements?      Yes      No

Date of Trip \_\_\_\_\_ Destination \_\_\_\_\_

Date of Request \_\_\_\_\_ Loading Area \_\_\_\_\_

Number of Students \_\_\_\_\_ Number of Adults \_\_\_\_\_ Total \_\_\_\_\_

Cell phone number day of trip (      ) \_\_\_\_\_ - \_\_\_\_\_

### SCHEDULE REQUESTED

LEAVE SCHOOL	ARRIVE DESTINATION	LEAVE DESTINATION	ARRIVE SCHOOL

\_\_\_\_\_  
Person Making Request

\_\_\_\_\_  
Administrator Signature

PLEASE PRINT CLEARLY

Tentative List	Actual on Bus List
1.	1
2	2
3	3
4	4
5	5
6	6
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