

# HIGH SCHOOL 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 H.S. office and obtain principal'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 principal 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/Sport \_\_\_\_\_

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

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

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

## SCHEDULE REQUESTED

LEAVE SCHOOL	ARRIVE DESTINATION	LEAVE DESTINATION	ARRIVE SCHOOL

\_\_\_\_\_

Person Making Request

\_\_\_\_\_

Administrator Signature