11/3/2017

TRIP REQUEST

Date of Request _____ Destination_____

Dept/School_____ Sponsor/Employee_____

Date of Trip_____ Group/Club_____

_____School Bus _____Mini Bus _____School Van _____Admin. Car _____SUV ____Truck

(NOTE: DRIVER OF MINI-BUS, VAN, CAR, OR SUV MUST BRING DRIVERS LICENSE TO TRANSPORTATION TO GET VEHICLE)

# of vehicles needed_____ Expense of trip_____ **UIL Contest? Yes____No_____**

*****************Is this Instructional _____ or Extra-Curricular _____ ********************

Number of students/employees to make trip: _____Students _____Employees

Date	Departure Time	From	To	Arrival Time	Return Time

It is imperative that you put Departure Time, Arrival Time and Return Time

Purpose of Trip:_____

_____

Chaperones: **(If you are providing a Driver, list here)_____**_____

_____

Receipt of parental permission forms before trip: Yes No

Number of class/duty days missed by students and/or staff_____

# of classes/duty days missed by students and staff since July 1 for extracurricular or staff development activities _____

(# of classes missed by each student may differ. Additional pages should be attached if more space is needed)

List future trips planned for this year_____

Requested by_____Approved_____

Sponsor of Activity Date School Principal/Dir. Date

Approved by_____Approved_____

Director of Transportation Date Superintendent Date

TO RESERVE A DISTRICT VEHICLE THIS REQUEST MUST BE SUBMITTED TO TRANSPORTATION AT LEAST TWO WEEKS PRIOR TO DATE OF TRIP AND INCLUDE A PURCHASE ORDER # WHEN PRESENTED TO CHECK OUT THE DISTRICT VEHICLE

PO #_____

TRANSPORTATION USE:

DATE RECEIVED_____RECEIVED FROM: _____SENT BACK: _____