

CURRICULAR

TRANSPORTATION REQUEST

Central Office
will complete
PO# _____

- Instructions:
1. Submit request 2 weeks prior to date of trip.
 2. Complete entire form.
 3. Forward all copies of this request form to building bookkeeper or secretary for requisitioning in PORQ. (An approval copy from the transportation coordinator will be returned to the originator indicating the trip has been scheduled.)

Today's date _____

Transportation requested by: _____

School _____ Subject _____ Grade _____

Date of trip _____ Destination _____

Number of: Students _____ Teachers _____ Chaperones _____

Note: Generally, school buses are available after the start of all buildings in the district. (approximately 8:45 a.m.) Buses must return by 2:00 p.m.

Depart (location) _____ Time _____

Return (location) _____ Time _____

Special Instructions: _____
(Travel by way of certain route, lunch plans, etc.)

_____ Admissions @ \$ _____ = \$ _____

For admissions, is check needed on the day of the trip? () Yes () No

	Estimate	(Transportation will complete) Actual
_____ Drivers @ \$10.06/per hour = (2 hour minimum)	\$ _____	\$ _____
_____ Miles @ \$1.00/per mile	\$ _____	\$ _____

Charge to account # _____

APPROVAL: _____
Building Principal Date Director of Curriculum Date

Transportation Coordinator Date