

Field Trip/Van & Bus Request

Teacher:
Date of Request:
Class/Organization:
Date of Trip:
Bus or Van:
Departure Time:
Drivers:
Return Time:
Student Cost:
Destination:
Chaperones:
Teacher's Signature:
Organization/Club responsible of payment of Bus Driver at \$8.00 per hour:
Budget Number:

Approval from Principal for Trip (Principal's Signature):

Van request form is to be submitted after trip approval from Principal.

Vehicle request forms must be submitted to Director of Transportation a minimum of two weeks in advance of the day needed. (Please see Page 4.7 of Faculty Handbook)

Keys to the vehicle must be picked up from the Director of Transportation by 12:00 Noon on the day of departure for the activity. Please pick cell phone for safety issues. The vehicle condition form should be picked up with the keys.

Keys must be returned to the Director of Transportation immediately upon return to the school, along with a completed vehicle condition form.

Approval by Director of Student Affairs

Signature _____ Date _____

Entered in calendar _____ Excused Student List _____

Approval by Director of Facilities

Signature _____ Date _____

Credit Cards: Yes _____ No _____ Cellular Phone: Yes _____ No _____
Returned: Yes _____ No _____ Returned: Yes _____ No _____

Revised 09/2000