

TRANSPORTATION VAN REQUEST FORM
(Please Print Legibly)

This request form should be completed in its entirety by the professional employee in charge. Please remember that parental permission slips are required for all participating students. When requesting a bus, an Educational Field Trip request form must be approved prior to submitting a Transportation Van Request Form.

Requests are due at least two weeks prior to date of scheduled trip.

Date of Trip _____ Day of Week _____
(Submit a separate request for each trip)

Destination _____

Group, Class, Sport or Activity
Requiring Transportation _____

Professional Employee Responsible _____

Professional Employee who will be Driving Van _____

Professional Employee Responsible Contact Cell# for the day of Field Trip _____

Total Number of People Involved _____ Time of Departure _____ A.M.
P.M.

Number of Vans Needed _____ Expected Time
of return to school _____ A.M.
P.M.

Purpose of Trip (Explain briefly)

Scheduling Vans

Important: Requests made via phone or email will only be held for 48 hours. You must have your paperwork submitted with building approval signatures to the Transportation Department within the 48 hours or the vans will be released.

Driving the Van

Upon return, please remove all trash (trash bags will be provided) and park the vans in the secured gated compound after hours.

If requesting Van, please list Students Involved and Driver of Van

- | | |
|----------|---------------------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. Van Driver _____ |
| 4. _____ | |

_____	Person Requesting Approval	Date
Approved _____	Principal / Supervisor	Date
Approved _____	Transportation Manager	Date