

## TRANSPORTATION REQUEST

School Requesting Trip: \_\_\_\_\_ # of Participants: \_\_\_\_\_

Destination: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Requested by: \_\_\_\_\_ On: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Leave school at: \_\_\_\_\_ Return to school: \_\_\_\_\_

Additional Stop(s)  Yes  No Where: \_\_\_\_\_

Approximate r/t miles: \_\_\_\_\_ x .55/mile: \_\_\_\_\_

Approximate hours: \_\_\_\_\_ x \$45/hour: \_\_\_\_\_

Musical instruments or other material to be transported:  Yes  No

Describe: \_\_\_\_\_

**Transportation Authorization Form has been signed by parent / guardian:  Yes  No**

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### Transportation Confirmation

Trip #: \_\_\_\_\_ # of Buses: \_\_\_\_\_

Scheduled by: \_\_\_\_\_ Date: \_\_\_\_\_