

# MAROA-FORSYTH C.U.S.D. #2 TRANSPORTATION REQUEST

**Date of Trip:** \_\_\_/\_\_\_/\_\_\_

*Turn in this form 2 weeks prior to your request*

**Date Submitted to Transportation**

\_\_\_/\_\_\_/\_\_\_

Teachers must have accurate list of student names on each bus. If there is an emergency/accident, we need to know who is on which bus. **Please turn a copy of this list in to the Transportation Department at the end of the the trip.**

Class (grade level) \_\_\_\_\_ Teacher's Name \_\_\_\_\_

**OR**

Extra Curricular Group Name \_\_\_\_\_ Sponsor's Name \_\_\_\_\_

**Will you need a Handicap Accessible bus? \_\_\_\_\_ How many wheelchairs will need to be accommodated? \_\_\_\_\_**

Destination(include city) \_\_\_\_\_

What time are students to arrive at destination? \_\_\_\_\_

Where will bus(es) drop off at destination? \_\_\_\_\_

Where will bus(es) park at destination? \_\_\_\_\_

**Please submit any information received regarding the field trip/location/parking with this request.**

Will you receive any money as a transportation cost reimbursement? \_\_\_\_\_

Source of cost reimbursement \_\_\_\_\_

Contact person and phone # for Non-State Reimbursement \_\_\_\_\_

***Bus(es) will pick up students at the Activity Entrance for High School, bus loading zone for ,Middle and Grade School unless specified otherwise.***

Load time \_\_\_\_\_ Return time \_\_\_\_\_ (Please note: Return Time is the time the bus will arrive back at school)

No. Transported \_\_\_\_\_ (Include parents and teachers)

Narrative(describe why this is an educational field trip):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

(Building Secretary should keep one copy to record specified student trip attendance and forward another copy to Transportation Office. Please remember to forward attendance record to Transportation Secretary after the field trip.)

**This Section To Be Completed By Transportation Office:**

Mode of Transportation:

VAN/BUS # \_\_\_\_\_ DRIVER \_\_\_\_\_ MILEAGE \_\_\_\_\_

BUS # \_\_\_\_\_ DRIVER \_\_\_\_\_ MILEAGE \_\_\_\_\_