

TRANSPORTATION REQUEST AND APPROVAL

Community R-VI School District
35063 Highway BB
Ladonia, Missouri 63352-3017

Instructions:

1. Requests must be submitted prior to each trip and sent to the superintendent.
2. A separate form must be submitted for each trip and each bus.

THIS SECTION TO BE COMPLETED BY PERSON REQUESTING BUS

DATE OF TRIP _____

DESTINATION _____

GROUP REQUESTING TRIP _____

FACULTY SPONSOR _____

ESTIMATED NUMBER OF RIDERS (Do not exceed 44 per bus) _____

TIME OF DEPARTURE FROM SCHOOL _____

ESTIMATED TIME OF RETURN _____

DATE REQUEST SUBMITTED _____ CHARGE TRIP TO: _____

COMMENTS OR SPECIAL INSTRUCTIONS:

THIS SECTION FOR APPROVALS

DRIVER ASSIGNED _____

APPROVED BY _____ DATE _____

THIS SECTION TO BE COMPLETED BY THE DRIVER

MILEAGE END _____ TIME RETURN _____

MILEAGE START _____ TIME LEFT _____

MILES TRAVELED _____ TOTAL TIME _____

DRIVER SIGNATURE _____ DATE _____

One copy each: Driver, Bookkeeper, Transportation Coordinator