

REQUEST FOR TRANSPORTATION

MUST READ

***One Request Per Vehicle – Confirm Your Trip At Least One Week Prior To Event
Call Bus Barn If Trip Is Cancelled***

***Pick Up Fuel Cards From Chandra Davis For Long Trips – Turn In Receipts With Fuel Cards Immediately After Your Trip

***Sponsor Is Responsible To Provide Driver's Meals – Or Meal Receipts Will Be Charged Against Your Budget

***For Overnight Trips – Sponsor Is Responsible For Making Sure Driver Has Their Own Room (Without Roommates)

Budget Account # _____ BUS: _____ of _____

Date Request Submitted: ____/____/____ # Of Passengers: _____

Destination: _____ Organization: _____

Pick Up Location: _____ Overnight? Yes / No

_____/_____/____ Day _____ PICK-UP TIME/NOT LEAVE TIME

_____/_____/____ Day _____ Estimated Time Of Arrival In Seminole

Vehicle Requested: (Circle One) Driver Required: Yes / No

Micro-Bird Bus Yellow Bus Charter Bus Activity Truck #50 Pickup & Trailer Suburban

Level of Competition: (Circle All That Applies)

H.S. J.H. Elem. Prim. FJY Success Ctr. Food Serv.

Varsity J.V. 9th 8th/7th UIL Prof. Meeting

Sponsor's Signature

Principal/Supervisor's Approval

For Suburbans/Activity Truck/Truck & Trailer Only!

Name of Driver: _____ Staff Member / Parent Volunteer
 Print Name Circle one

Are They Transporting Students? Yes / No

***Staff Members Are Allowed to Drive Activity Truck, Suburban and Pickup & Trailer

***Staff Members Transporting Students With Any Of These Vehicles, They MUST Do A License Check & Be Cleared Thru Chandra Davis Before Being Allowed To Drive – DO NOT WAIT UNTIL THE LAST MINUTE

***Parents And Volunteers – MUST Have License Check Through Chandra Davis To Drive A Suburban, Activity Truck or Truck & Trailer

***If Parents And Volunteers Transport Students – They MUST Have A License & Background Check Which Includes Fingerprinting – (See Cindy Black For Assistance) - This Process Can Take Two Weeks Or More So, Do Not Wait To Get This Done

***By Signing This Form, You Are Confirming That The Driver You Listed Meets The Criteria Above To Be Able To Drive A School Vehicle Or Transport Students – The Above Criteria MUST Be Met Or You Will Not Be Allowed To Take Your Trip
PLEASE DO NOT WAIT UNTIL THE LAST MINUTE!

	Day 1	Day 2	Day 3	Day 4	Day 5	Mileage	
Start Time						Finish	
End Time						Start	
Total						Total Miles	
Amt. Paid/Day						Total Trip Charges	

Unit Number: _____ Driver's Name: _____ Driver's Signature: _____