

Transportation Request Form Instructions

(Field Trip Request Form must be completed and approved prior to submitting Transportation Request Form)

❖ **Teacher/ Staff**

- ◆ Locate Transportation Request Form on the district website at www.culver.k12.or.us
- ◆ Select Staff
- ◆ Select Documents under Staff Resources
- ◆ Select Transportation Request Form
- ◆ Complete all fields on the Transportation Request Form
- ◆ Once completed, print completed Transportation Request Form and attach approved Field Trip Request Form and provide to your building administrator for approval.

❖ **Principal**

- ◆ Verify that the Transportation Request Form is completed correctly in its entirety.
- ◆ Approve or Deny the Transportation Request Form
- ◆ Email the approved Transportation Requests Form to the Transportation Supervisor for approval.
- ◆ Email the approved or denied Transportation Requests Form to the Building Secretary and requesting teacher or staff.

❖ **Transportation Supervisor**

- ◆ Based on staffing and bus availability approve or deny Transportation Request.
- ◆ Send approved Transportation Request Form via email to building Administrator. If denied send email to building Administrator, regarding denial of request.

TRANSPORTATION REQUEST FORM

Culver School District

ALL FIELDS MUST BE COMPLETED

Requests must be completed, approved and emailed to the Transportation Department at least 14 days prior to the scheduled trip. **Email to: GNOY@CULVER.K12.OR.US**

A SEPERATE REQUEST FORM MUST BE COMPLETED FOR EACH DATE A BUS IS NEEDED

Departure Date: Return Date:

Departure Time: Return Time:

Destination Name:

Destination Address:

Cafeteria Sack Lunches Needed? Yes No Number of Lunches Needed

Overnight Trip? Yes No Lodging Secured? Yes No Number of Nights:

School:

Group: Number of Riders:

Charge Trip To:

Teacher/Coach in Charge: Date Submitted:

Comments:

Approved By: Date Approved:

FOR TRANSPORTATION DEPARTMENT USE ONLY

Date Received: Driver Assigned:

Approved By: Date Approved:

Mileage Out: Mileage In:

Time Out: Time In: