

Transportation Request Form Directions

❖ Teacher

- Locate Transportation form on the website
 - ◆ District website-www.culver.k12.or.us
 - ◆ Under Staff tab located at the top of the page
 - ◆ District Documents located on the left hand side of screen
 - ◆ Transportation Request form
- Complete the fillable transportation request form
 - ◆ All fields must be completed or the form will be denied and returned to teacher
 - ◆ Save the Transportation Request form on your computer and then email the Transportation Request form to your Building Principal for approval

❖ Principal

- Review the Transportation Request Form
 - ◆ Field Trip is necessary and part of the curriculum
 - ◆ Form is completely filled out
- Approve or Deny the Transportation Request
 - ◆ Email approved Transportation Requests to Transportation Supervisor for scheduling and copy the Building Secretary on the email for building information
or
 - ◆ Email teacher that the Transportation Request has been denied

❖ Transportation Supervisor

- Schedule the Field Trip or deny Field Trip based on lack of staff or buses on the requested day
- Send email to notify teacher and copy the Building Secretary that the Field Trip has been scheduled or denied

❖ Changes to the Transportation Request

- Teacher emails Transportation Supervisor and copies the Building Secretary
- Transportation Supervisor emails confirmation that the trip has been changed to the Teacher and copy the Building Secretary

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: TSTEELE@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 Yes
Secured? 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: