

TRANSPORTATION VEHICLE REQUEST FORM

WINN PARISH SCHOOL BOARD

INSTRUCTIONS

1. Requests must be submitted prior to each trip and sent to the Transportation Supervisor.
2. A separate request form must be filled out for each trip.
3. Send to the Transportation Supervisor.
4. A copy will be returned following approval.

THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL

DATE OF TRIP:		SCHOOL:		DESTINATION:	
DEPARTURE TIME FROM SCHOOL:		RETURN TIME TO SCHOOL:		GROUP:	
# OF RIDERS	# OF BUSES	TEACHER IN CHARGE:	DRIVER:	DATE SUBMITTED:	DATE & TIME THE DRIVER WILL PICK UP THE BUS

THIS SECTION TO BE COMPLETED BY TRANSPORTATION SUPERVISOR

DATE RECEIVED:	VEHICLE NUMBER (S):	APPROVED BY:

COMMENTS:

*Be sure to have the bus full of fuel and clean when returned. There is a \$20 charge if bus is not clean and a \$5 charge for fueling the bus.

**Remember that you are responsible for having a passenger manifest on the bus.