

MULTI-EVENT TRANSPORTATION REQUEST



| Event Title (Descriptor) | | | |
|--------------------------------|------------------------|-----|----|
| School: | Please Check Yes or No | Yes | No |
| Individual Making the Request: | Vehicle Requested | | |
| Date: | Bus | | |
| School Departure Point: | Personal Auto | | |
| List Names of Chaperons: | | | |
| | | | |
| | | | |
| | | | |

| | Date of Event | Event Name and Address of Destination | School Departure Time | School Return Time | Total # of Students Transported | Total # of Chaperons Transported | Total # Transported |
|-----|---------------|---------------------------------------|-----------------------|--------------------|---------------------------------|----------------------------------|---------------------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |
| 9. | | | | | | | |
| 10. | | | | | | | |
| 11. | | | | | | | |
| 12. | | | | | | | |
| 13. | | | | | | | |
| 14. | | | | | | | |

| Please Initial After Review: | Yes | No |
|---|-----|----|
| I have conferred with GPS and determined above times appropriate for scheduled events | | |
| This Request has been submitted at least two (2) weeks prior to first event | | |
| The School Principal has received a list of ALL potential passengers and travel itinerary | | |
| The School Bus Driver will receive a list of ALL passengers and travel itinerary on event day | | |

Signature of Person Submitting Request _____ Date _____

Principal Approves This Request Yes___ No___
 Signature of Principal _____ Date _____

Transportation Director Approval of This Request Yes___ No ___
 Signature of Transportation Director _____ Date _____

Approval of Superintendent _____ Date _____

Approval of Ritchie County Board of Education Yes _____ No___ Date _____

- *It is the responsibility of the building principal to notify the requesting individual of approval or rejection at any level of this process.*