

SINGLE EVENT TRANSPORTATION REQUEST



Event Title (Descriptor)	
School:	
Sponsor/Individual Making the Request:	
Day and Date of Activity:	
Date of Request:	
Educational Description and Benefit of Activity (Attach Additional Sheets as Needed):	
Agency Responsible for Transportation Cost(s):	
Agency Responsible for all Other Expenses:	
School Departure Point:	
List Names of Chaperons:	

Event Name and Address of Destination	School Departure Time	School Return Time	Total # of Students Transported	Total # of Chaperons Transported	Total # Transported

Please Check Yes or No	Yes	No
Vehicle Requested		
Bus		
Personal Auto		

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.		
A funding source is available and the Budget Code is _____ (To Be Completed by Treasurer)		

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 _____

Out of State 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.*