

Operating District Owned Vehicles

**TRANSPORTATION VAN REQUEST FORM**

**(Please Print Legibly)**

This request form should be completed in its entirety by the professional employee in charge. Please remember that parental permission slips are required for all participating students. When requesting a bus, an Educational Field Trip request form must be approved prior to submitting a Transportation Van Request Form.

**Requests are due at least two weeks prior to date of scheduled trip.**

Date of Trip \_\_\_\_\_ Day of Week \_\_\_\_\_  
(Submit a separate request for each trip)

Destination \_\_\_\_\_

Group, Class, Sport or Activity  
Requiring Transportation \_\_\_\_\_

Professional Employee Responsible \_\_\_\_\_

Professional Employee who will be Driving Van \_\_\_\_\_

Professional Employee Responsible Contact Cell# for the day of Field Trip \_\_\_\_\_

Total Number of People Involved \_\_\_\_\_ Time of Departure \_\_\_\_\_ A.M.  
P.M.

Number of Vans Needed \_\_\_\_\_ Expected Time \_\_\_\_\_ A.M.  
of return to school \_\_\_\_\_ P.M.

Purpose of Trip (Explain briefly)  
\_\_\_\_\_  
\_\_\_\_\_

**Scheduling Vans**

Important: Requests made via phone or email will only be held for 48 hours. You must have your paperwork submitted with building approval signatures to the Transportation Department within the 48 hours or the vans will be released.

**Driving the Van**

Upon return, please remove all trash (trash bags will be provided) and park the vans in the secured gated compound after hours.

**If requesting Van, please list Students Involved and Driver of Van**

- |          |                     |
|----------|---------------------|
| 1. _____ | 5. _____            |
| 2. _____ | 6. _____            |
| 3. _____ | 7. Van Driver _____ |
| 4. _____ |                     |

\_\_\_\_\_  
Person Requesting Approval      Date

Approved \_\_\_\_\_  
Principal / Supervisor      Date

Approved \_\_\_\_\_  
Transportation Supervisor      Date