

Transportation Requests

REGULAR SEASON TEAM ACTIVITIES

INSTRUCTIONS:

1. Request must be received by the Superintendent/designee at least three (3) weeks prior to the date of the trip.
2. A single request may be submitted on an annual basis for regular season team activities, such as athletic and academic competitions, provided the activity schedule is submitted with the request.
3. A copy will be returned to the requester following approval or disapproval.
4. A copy shall be sent to Director of Transportation to keep on file.

THIS SECTION MUST BE COMPLETED BY THE TEACHER/GROUP SPONSOR AND APPROVED

SCHOOL:**STUDENT GROUP:****SCHOOL YEAR:****COMPETITION LEVEL:****TRIP SPONSOR (COACH) & CELL:****TRANSPORTATION METHODS (LIST ALL APPLICABLE)****NUMBER TO BE TRANSPORTED:****COST TO BE PAID BY:****DATE SUBMITTED:****COMMENTS: (DIRECTIONS OR OTHER SPECIAL INSTRUCTIONS OR NEEDS)**

☐ **APPROVED BY:** ☐ **DISAPPROVED BY:**

ATHLETIC DIRECTOR, AS APPROPRIATE: _____ **DATE:** _____

PRINCIPAL/DESIGNEE, AS APPROPRIATE: _____ **DATE:** _____

SUPERINTENDENT/DESIGNEE, AS APPROPRIATE: _____ **DATE:** _____

RELATED PROCEDURES:

09.36 AP.1
09.36 AP.2
09.36 AP.21