

School-Related Student Trip Request Form

No Bus Needed

Section 1 (To be completed by requesting organization – Incomplete forms will be returned, causing a delay in scheduling transportation for the event)

Date of Request 7-25-17 Date of Event September 22+23
Organization Volley ball School TCCHS
Number of Passengers 0

Type of Trip (Check One)

- ☐ In-County Instructional ☐ In-County Athletic ☐ Other: (Explain In Detail)
☐ Out-of-County Instructional ☒ Out-of-County Athletic
☐ Out-of-State Instructional ☐ Out-Of-State Athletic

Destination (Event, City, and State) Thoroughbred Smack, Lexington, KY

Planned Stops To and From None

Departing Location Elkton Date of Departure 9-22-17 Time of Departure 1:30 pm

Returning Location Elkton Date of Return 9-23-17 Time of Return Unknown

Chaperone/s Brett Henderson Chaperone's Phone # 270-348-6832

Special Requests (Check One) Parents driving players w/ special permission & permission slips.
☐ Van ☐ Handicap Access ☐ Other: (Explain In Detail) *Per Mr. Berrington

If requesting the Van, has the person driving been certified and approved to drive? ☐ Yes ☐ No (Check One)

Person Driving Van _____ Trip Requested By _____

Organization Responsible for Payment _____

Approval of Site Based Council Representative [Signature] Date _____

Section 2

Approval of District Representative [Signature] Date 8-9-2017

DISTRICT USE ONLY

DRIVER – TURN THIS FORM IN WITH TIMESHEETS

Section 3

Date/Time of Departure _____ Odometer Start _____

Date/Time of Return _____ Odometer End _____

I hereby certify that the above information is correct to the best of my knowledge.

Driver Signature _____ Date _____

Driver Comments _____

Coach or School Representative Signature _____ Date _____

TODD COUNTY SCHOOLS
"Transportation Through Safety"

205 Airport Road
Elkton, Kentucky 42220

Telephone (270)265-2436
Fax (270)265-5414

School-Related Student Trips

Short Notice Requests Approval Form

Todd County Board of Education Policy 09.36 AP.1, provides for consideration and approval on an individual basis of *short notice* out of county School-Related Student Trips Requests in Section I, A., 3.

Short notice out of county School-Related Student Trip Requests include those requests submitted and/or received by the District Transportation Director after the most recent preceding Todd County Board of Education meeting with the event requested occurring before the next Todd County Board of Education meeting.

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Date Request Received 7-25-17 Date of Event 8-22-17 → 9-23-17

Organization Volleyball School TCHS

Trip Requested By Bret Henderson

Destination (Event and/or Place) Lexington, KY Thoroughbred Smack

Short Notice Approval [Signature]
(Transportation Director)

Short Notice Approval [Signature]
(Superintendent)

Date of Communication to Board Chairperson _____

