

School-Related Student Trip Request Form

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 3/10/2023 Date of Event 4/19/2023

Organization 4th Grade School South Todd Elementary School

Number of Passengers 84

Type of Trip (Check One)

- | | | |
|--|---|---|
| <input type="checkbox"/> In-County Instructional | <input type="checkbox"/> In-County Athletic | <input type="checkbox"/> Other: (Explain In Detail) |
| <input type="checkbox"/> Out-of-County Instructional | <input type="checkbox"/> Out-of-County Athletic | |
| <input checked="" type="checkbox"/> Out-of-State Instructional | <input type="checkbox"/> Out-Of-State Athletic | |

Destination (Event, City, and State): Magic Wheels Fun Center, Clarksville, TN

Planned Stops To and From: none

Departing Location: STES Date of Departure: 4/19/2023 Time of Departure: 8:45 am

Returning Location: STES Date of Return: 4/19/23 Time of Return: 2:00 pm

Chaperone/s: Nikki Newsome, Cayce Higgins, Wendy Griffin

Chaperone's Phone # 270-604-7227

Special Requests (Check One)

- | | | |
|------------------------------|--|---|
| <input type="checkbox"/> Van | <input type="checkbox"/> Handicap Access | <input type="checkbox"/> Other: (Explain In Detail) |
|------------------------------|--|---|

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 Todd County School District

Approval of Site Based Council Representative

Rachul Meyer

Date Click here to enter a date.

3-20-2023

DISTRICT USE ONLY

Section 2

Approval of District Representative

Date: Click here to enter a date.

DRIVER – TURN THIS FORM IN WITH TIMESHEETS

Section 3

Date/Time of Departure: Click here to enter text.

Odometer Start: Click here to enter text.

Date/Time of Return: Click here to enter text.

Odometer End: Click here to enter text.

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

Driver Signature

Date Click here to enter a date.

Driver Comments: Click here to enter text.

Coach or School Representative Signature

Date Click here to enter a date.