

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: March 20, 20023 Date of Event: Apr 26, 2023

Organization: 5th School: South Todd Elementary

Number of Passengers: 75 students 5 adults

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: Hot Rods BallPark, Bowling Green, Ky

Planned Stops To and From: None

Departing Location: South Todd Elementary Date of Departure: April 26, 2023: Time of Departure: 9:00 am

Returning Location: South Todd Elementary Date of Return: April 26, 2023 Time of Return: 2:00 pm

Chaperone/s: Rachel Meyer, Miranda Mansfield, Beth Ayers, Ashly Woffard, Carrie Tobar Chaperone's Phone #: 270-604-2272

Special Requests (Check One)

Van

Handicap Access

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: N/A

Trip Requested By:

Organization Responsible for Payment

Approval of Site Based Council Representative

Rachel Meyer

Date:

3-20-2023

DISTRICT USE ONLY

Section 2

Approval of District Representative _____

Date: _____

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: Click here to enter text.

Coach or School Representative Signature _____

Date: _____