

TRANSPORTATION REQUEST FORM

****ALL COACHES, TEACHERS, ADVISORS****

AFTER YOUR TRIP HAS BEEN BOARD APPROVED, PLEASE FILL OUT THE FOLLOWING TRANSPORTATION REQUEST FORM. BUSES WILL BE SCHEDULED FROM THIS FORM, NOT FROM SCHOOL BOARD MINUTES.

TEAM/GROUP/ORGANIZATION _____

SPONSOR/TEACHER _____

DESTINATION _____

DATE OF TRIP _____

DEPARTURE TIME _____

RETURN TIME (APPROX) _____

BUSES REQUESTED _____

MEAL STOP YES _____ NO _____

IS THIS AN OVERNIGHT TRIP? YES _____ NO _____

*IF THIS IS AN OVER NIGHT TRIP, PLEASE GIVE BRIEF DESCRIPTION OF THE TRIP

****IF THERE IS ANY OTHER INFORMATION THAT NEEDS TO BE KNOWN BY THE BUS DRIVER OR OAK HILL SCHOOLS, PLEASE LIST BELOW**