

LA VILLA I.S.D. TRANSPORTATION REQUEST

INSTRUCTIONS

1. Request must be submitted (4) days prior to each trip and sent to the Transportation Department.
2. A separate request form must be filled out for each trip.
3. After approval at campus level, forward request to Transportation office.

THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL

DATE OF TRIP:	DESTINATION:	PURPOSE:	
DEPARTURE TIME FROM SCHOOL:	RETURN TIME:	REQUESTED BY:	
NUMBER OF PASSENGERS:	PERSON IN CHARGE:	DATE SUBMITTED:	CHARGE TO: DEPT AND ACCT #

COMMENTS: (INCLUDE ALL DIRECTIONS OR SPECIAL INSTRUCTIONS)

APPROVED BY:	TITLE:	DATE APPROVED:
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THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT - Approved on: _____ By: _____

DATE: _____ DESTINATION: _____ EVENT: _____

DEPARTURE TIME: _____ RETURNED TIME: _____ TOTAL HOURS: _____

VEHICLE USED: _____ ROUND TRIP TOTAL MILEAGE: _____

DRIVERS SIGNATURE: _____

APPROVED BY: _____ POSTED ON _____