

**FIELD TRIP/TRANSPORTATION REQUEST FORM**

Date:

Teacher/Supervisor:

Purpose of trip:

This experience will be used with the class or organization curriculum in the following way:

Itinerary:

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Equipment Requested: If other, please specify: \_\_\_\_\_

Destination: **A** Miles one way: \_\_\_\_\_

Bus Chaperone in charge: Department: \_\_\_\_\_

Departure Time: Date: \_\_\_\_\_

Arrival Time: Date: \_\_\_\_\_

Return Time: Date: \_\_\_\_\_

Number of Staff: Number of Students: Total Number: \_\_\_\_\_

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**ACTION TAKEN:**

Equipment Available: \_\_\_\_\_ Vehicle #: \_\_\_\_\_

Superintendent/Principal Approval: \_\_\_\_\_ Signature: \_\_\_\_\_

Transportation Supervisor Approval: \_\_\_\_\_ Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

The Principal or Supervisor may authorize a request in the absence of the Superintendent.

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**TRIP LOG:**

Driver Name: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Driver's Hours Log

Leave Mapleton: \_\_\_\_\_ am/pm Arrive Destination: \_\_\_\_\_ am/pm

Leave Destination: \_\_\_\_\_ am/pm Arrive Mapleton: \_\_\_\_\_ am/pm

**Driver's Hours:** \_\_\_\_\_ hrs/min

Driver's Mileage Log

Ending Mileage: \_\_\_\_\_

Starting Mileage: \_\_\_\_\_

**TOTAL MILES:** \_\_\_\_\_

Comments:

Signature: \_\_\_\_\_

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Procedure:

1. Initiate request 5 days in advance to Transportation Supervisor