

**VICTOR VALLEY UNION HIGH SCHOOL DISTRICT
TRANSPORTATION SERVICES DEPARTMENT
ACTIVITY/FIELD TRIP REQUEST FORM**

NOTICE: This request **MUST BE SUBMITTED** to the Transportation Services Department **not less than TEN (10) working days prior to the departure date.**† Submission of this form does not constitute a guarantee of service, please contact the Transportation Services Department for availability.

VEHICLE TYPE REQUESTED: ‡

(Check appropriate box)

School
Bus

Charter
Coach

Date of Request: ‡

Site & Dept By: ‡

Purpose of Trip: ‡

Requested by: ‡

Budget or PO #: ‡

Site or Dept Approval: ‡

Dist. Admin. Approval:

Date of Trip(s) ‡	Trip Destination(s) ‡ For tournaments: Specify location only!	Person(s) in Charge ‡	No. Pass. ‡	Depart Time(s) ‡	Arrival Time(s) ‡	Return Date(s) ‡	Return Time(s) ‡	TSD USE ONLY	
								Trip #	Approved

‡ Required information - Request will be return if incomplete. REV 2/20/2018
 * Note: This estimate is valid for 7 days ONLY.
 * Failure to complete the appropriate paperwork will result in denial of services Page _____ of _____