



# Twin Valley School District

## Transportation Service Request

*Form to be completed at least (2) weeks in advance of trip*

Date of Trip: \_\_\_\_\_

Trip to be Paid by: \_\_\_\_\_

*Budget Code of Group to be Invoiced*

Destination: \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Time of Return  
to school: \_\_\_\_\_

- Honey Brook Elementary
- Robeson Elementary
- Twin Valley Elementary
- Twin Valley Middle School
- Twin Valley High School
- Other

Number of Students: \_\_\_\_\_

Number of Bus(es): \_\_\_\_\_

Number of other Passengers: \_\_\_\_\_

Number of Van(s): \_\_\_\_\_

Drivers Name(s) if using a van: \_\_\_\_\_

**No more than nine (9) passengers may be transported in vans.  
Trips will be delayed or cancelled on days when school is delayed for weather.**

Class/Group: \_\_\_\_\_

Reason for Trip:

Remarks/Other Stops, Etc:

\_\_\_\_\_  
Signature of Person Requesting Service

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Date of Approval

### Transportation Assignment:

Eshelman Transportation \_\_\_\_\_ Bus(es) \_\_\_\_\_ Van(s)

George Krapf, Jr. and Sons \_\_\_\_\_ Bus(es) \_\_\_\_\_ Van(s)

District \_\_\_\_\_ Van(s)

Other

\_\_\_\_\_  
Transportation Supervisor

**Directions:**

1. The Requestor will download the form and complete the required areas.
2. The Requestor will sign and send the PDF via email to the Principal for signature.
3. The Principal will send the PDF via email to Sara Kilgore at skilgore@tvdsd.org for completion.
4. When Sara completes the form, she will send it to Alison Foster for her to send the final copy back to the Requester and Supervisor.