

GLASCOCK COUNTY SCHOOL SYSTEM
TRANSPORTATION DEPARTMENT
BUS REQUEST

BUS REQUEST MUST BE MADE AT LEAST FIVE DAYS BEFORE TRIP

DESTINATION

*ADDRESS:

DATE OF TRIP

CLUB, CLASS, SPORTS ACTIVITY, OR OTHER GROUP MAKING REQUEST

NUMBER OF STUDENTS GOING ON TRIP

FACULTY SPONSOR(S)

PHONE #

OTHER CHAPERONES

NUMBER OF BUSES NEEDED

PURPOSE OF TRIP

DEPARTURE TIME

ANTICIPATED RETURN TIME

REQUESTED BY

FACULTY/SPONSOR

DATE

SUPERINTENDENT

DATE

DRIVER ASSIGNED FOR THIS TRIP BY CENTRAL OFFICE

STARTING MILEAGE

ENDING MILEAGE

NUMBER OF MILES DRIVEN

NUMBER OF STUDENTS TRANSPORTED

BUS ASSIGNED

DRIVER'S SIGNATURE

All buses must be swept and fueled after each trip.

***Forms submitted without a physical address of destination, will not be processed
and will be returned to the faculty sponsor***

****ALL OUT OF STATE TRIPS MUST BE APPROVED BY THE GLASCOCK COUNTY BOARD OF EDUCATION** ****