

Craig Wheaton, Ed.D.
 Superintendent
Robert Gröeber
 Assistant Superintendent
 Administrative Services
Katie White
 Director Administrative Services



"Every Student Succeeds"

Board of Education
 John Crabtree
 William A. Fulmer
 Juan Guerrero
 Donna Martin
 Jim L. Qualls
 Charles Ulmschneider
 Lucia Vazquez

Transportation Request Form

1. Please provide all information requested. Complete information will help us plan and result in a smoother trip for you.
2. Make a copy for your records. Forward the originals to your Principal, or Site Administrator along with the Requisition.
3. Requisitions must accompany this Trip Request Form. Please be sure to have whole Budget # on Requisition along with Signatures
We will not schedule any trip requests without a Requisition Form attached, including the whole budget number. The Request will be returned to you.
4. **Principal/Site Administrator:** Please approve the Transportation Request, and Requisition. Make a copy for Site records and forward all originals to the Transportation Office.
5. The Completed Transportation Request and Requisition must reach the Transportation Office a minimum of **10 business days prior to the trip request date.**

Site Name:		Person Requesting:		Contact phone#	
# of Students:		# of Chaperones:		Total Passengers:	
Departure Location:		Destination:			
Departure Date:		Departure Time:		Return Date:	
Person responsible for group during trip:		Finish Time: (bus released)			
Rest Stop? ☐ Yes ☐ No		Meal Stop? ☐ Yes ☐ No			
Location:		Location:			
Purpose of Trip:					
Special Instructions:					
Principal/Site Administrator Signature:				Date:	

YOU WILL RECEIVE A WRITTEN ESTIMATE FOR YOUR TRIP ONCE IT HAS BEEN RECEIVED AND SCHEDULED. IF YOU NEED TO CALL ABOUT YOUR TRIP, PLEASE HAE YOUR TRIP NUMBER AVAILABLE. THE DISPATCH DESK TELEPHONE # IS 730-7592

TRANSPORTATION DEPARTMENT USE	
Date Received: School Bus _____ Mid Valley Charter _____ Other _____	
Notes:	
Arrangements Made By:	THIS TRIP HAS BEEN ASSIGNED #:

