

RED HOOK CENTRAL SCHOOL DISTRICT TRANSPORTATION REQUEST

INSTRUCTIONS:

1. Requests must be submitted two weeks prior to trip date.
2. If the field trip needs to leave before 9 a.m. or after 1:45 p.m., contact the Transportation Dispatcher, extension 29020, to determine availability of buses.
3. Multiple dates can be put on the same request if going to the same location.
4. No field trips can be scheduled during or after Regents week in June.
5. THIS FORM MUST BE APPROVED/SIGNED BY THE BUILDING PRINCIPAL

THIS SECTION TO BE COMPLETED BY TEACHER AND/OR PRINCIPAL

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|--|------------------------|-------------------|
| DATE OF TRIP: | SCHOOL: | GROUP: |
| DESTINATION & STREET ADDRESS: | | |
| DEPARTURE TIME FROM SCHOOL: | RETURN TIME TO SCHOOL: | NUMBER OF RIDERS: |
| TEACHER IN CHARGE: | TEACHER EXTENSION: | DATE SUBMITTED: |
| COMMENTS (INCLUDE ANY SPECIAL INSTRUCTIONS): | | |
| APPROVED BY: (Signature Required) | TITLE: PRINCIPLE | DATE APPROVED: |

THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT

| | | |
|----------------|--|----------------|
| DATE RECEIVED: | VEHICLE: <input type="checkbox"/> CAR <input type="checkbox"/> VAN <input type="checkbox"/> BUS | |
| COMMENTS: | | |
| APPROVED BY: | TITLE: DISPATCHER | DATE APPROVED: |

SCHEDULED ON CALENDAR

E-MAILED APPROVAL TO REQUESTER

E-MAILED BLDG SECRETARY