

Lakewood School District No.306
Transportation Trip Request

Trip request forms must be received in the Transportation Office no later than three weeks prior to the date of the trip. **If received later, it is not guaranteed that a bus and/or driver will be available for the trip. Trip request forms must be signed and coded by the principal.**

Date of trip _____ School _____

Destination _____

Address _____

Departure Time _____ Arrival at Destination _____
(bus will be at school 15 minutes prior to departure to load)

Load Time _____ Return Time (approx.) _____
(at destination to return on time)

Grade(s)/Group _____ Instructor/Coach _____

Number of students _____ Number of adults riding bus _____

Will group be stopping for food? Yes _____ No _____

If so, when and where? _____

Acct Code (for billing purposes): _____

(CIRCLE ONE): ASB GENERAL CTE DISTRICT

Principal's Signature _____ Date _____

Principal (print name) _____