

# Vehicle Request Form

Complete the form and give to the principal **14 days** prior to the trip.

Date of Trip: \_\_\_\_\_ Date Entered in Trip Direct: \_\_\_\_\_

School: \_\_\_\_\_ Trip Direct Routing Number: \_\_\_\_\_

Week Day:      Monday              Tuesday              Wednesday              Thursday              Friday

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_  
(Buses hold a maximum of 77 passengers per vehicle, adults + students)

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

Address of Destination: \_\_\_\_\_  
\_\_\_\_\_

Est. mileage of round trip: \_\_\_\_\_ Est. cost of mileage (miles x \$1.80/mi): \_\_\_\_\_ Enter in Box A  
(Use Google Maps to determine accurate mileage, trips over 50 miles one way require Board approval)

Estimated drive time and cost: \_\_\_\_\_  
(Drive time=15 min before and after + actual drive time (rounded to nearest 15 min) at rate of \$20/hr)

Estimated wait time and cost: \_\_\_\_\_  
(Wait time is also rounded to nearest 15 minutes at rate of \$12/hr)

Estimated total drive cost: \_\_\_\_\_ (Drive time + Wait time) Enter in Box B

A=  + B=  = Total Cost of Trip

Time departing from school: \_\_\_\_\_ Arrival time at destination: \_\_\_\_\_

Time departing from destination: \_\_\_\_\_ Arrival time back at school: \_\_\_\_\_  
Must be back at school by 2:20 pm—if you will arrive later than that,  
the Transportation department must be contacted for approval

Please indicate what account will be responsible for paying the transportation invoice for this request.

Grant \_\_\_\_\_ PTO \_\_\_\_\_ School \_\_\_\_\_ Student Funded \_\_\_\_\_ Other \_\_\_\_\_

Special instructions: \_\_\_\_\_

Principal Approval \_\_\_\_\_