

BUS/ TRIP REQUEST

TIDEHAVEN ISD

SUBMIT BUS REQUEST TO PRINCIPAL AT LEAST FIVE (5) DAYS PRIOR TO THE TRIP

NOTE: After the trip has been approved, one copy of the request is sent to your Principal and one copy is sent to the Bus Mechanic.

School: **Blessing Markham Jr. High High School Central Office** Group: _____ # of Students: _____

Date of Trip: _____ Departure Time: _____ Estimated Time of Return: _____

Destination: _____ Purpose: _____

Who else will accompany student on this trip: _____

Comments: (Include any directions or special instructions i.e. Would you like a portable phone?) _____

Vehicle(s) Requested

Bus(es): 1 2 3 Suburban Mini Van Personal Vehicle

*If the suburban/van is unavailable, you may request a school credit card and take your personal vehicle. The district will NOT pay mileage w/o prior approval!

Signature of Person Requesting Vehicle(s)

Date

Signature of Principal

Date

THE SECTION BELOW TO BE COMPLETED BY THE TRANSPORTATION DIRECTOR

Bus Number	Driver	Odometer Reading		
		Ending	Beginning	Total Miles

Suburban Mini Van Personal Vehicle

Signature of Transportation Director

Date