

# RLISD TRANSPORTATION REQUEST

This form must be turned into the principal's office for approval, then forwarded to Transportation Department at least **two weeks prior** to requested trip. Failure to comply could result in denial of request. All requests are subject to availability of drivers and equipment.

<b>Amount</b>		(FOR OFFICE USE ONLY)
<b>BUDGET CODE</b>		<b>APPROVED BY</b>

<b>Date of Event</b>		<b>Organization Name:</b>	
<b>Person Requesting Trip</b>		<b>Phone#:</b>	
<b>Destination</b>			
<b>Date of Event :</b>		<b>Departure time:</b>	<b>Depart From:</b>
<b>Return Date:</b>		<b>Return Time:</b>	
<b>Number of Pupils</b>		<b>Number of Adults</b>	
<b>List Number of Vehicle's</b>	<b>REGULAR BUS</b>	<b>SP. NEEDS BUS</b>	<b>3500 DODGE</b>
<b>VERSA</b>	<b>EXPEDITION</b>	<b>CHRYSLER 300</b>	<b>F250 4DOOR</b>
<b>LARGE ENCLOSED TRAILER</b>	<b>SM ENCLOSED TRAILER</b>	<b>Transportation Dept. Approval:</b>	
<b>DRIVER ASSIGNED:</b>		<b>VEHICLE ASSIGNED:</b>	

MILEAGE / TIME REPORT			
<b>ODOMETER READINGS:</b>			
<b>START MILEAGE:</b>		<b>DRIVERS SIGNATURE</b> .....    <b>MILES</b> _____ <b>X</b> _____ <b>=</b> _____	
<b>END MILEAGE:</b>			
<b>NO. MILES TRAVELED</b>			
<b>DEPART TIME:</b>	<b>ARRIVE TIME:</b>		
<b>DEPART TIME:</b>	<b>ARRIVE TIME:</b>		
<b>PLEASE SWEEP AND REMOVE TRASH BEFORE RETURNING VEHICLE.</b>		<b>HOURS</b>	<b>RATE PER HOUR</b>
		<b>TOTAL \$</b> _____	