



Atwater Elementary School District Transportation Request

A Tradition of Excellence

School: [] Date: [] Teacher: []

Grade: [] Study Trip: [] Sport Field Trip: [] Extra Curricular Program: []

Curriculum Area/Event: []

Date of Trip: [] Destination: []

Address: [] Phone: []

Load Time: [] Arrival Destination Time: [] # of Students: []

Leave Time: [] Return Time at School: [] # of Supervisors: []

Student Special needs Explain: []

Staff Special Needs Explain: []

(Wheelchairs, Asthma, Diabetic, and/or Walking problems)

Rest Stop: [] Location: []

Lunch Stop: [] Location: []

Lunch Provided by District: [] Cafeteria Notified: []

Site Information

Purpose: []

Account String: []

[]

Site plan reference

Principal's Approval []

District Office

Purchase Order #: []

Cost Estimate: []

Scheduled: []
Rescheduled: []
Changes: []
Faxed: []
Cancelled: []
Trip Denied: []

District Administration Approval: []

Transportation Supervisor Approval: []

Transportation Office Use Only

Drivers Total Miles: [] Drivers Time: [] OT: [] Actual Trip Cost: []

Drivers Signature: []