

PORTA TRANSPORTATION REQUEST

1. Request must be received by the Transportation Office at least two weeks prior to each trip.
2. A separate request form must be filled out for each trip.
3. Print out this form.
4. Obtain Principal's and Superintendent's approval.
5. Copies will be returned by the Transportation Office following approval.
- 6. Prior to the day of the trip (no less than 4 days) check the Bus Conformation Sheet, posted in each school office to confirm your date and time of your trip.**

Date of Trip:	School:	Destination:	
Departure Time:	Number of Riders (Adults & Students):	Return Time:	Group:
Teacher/Coach in Charge:		Date Submitted:	
Purpose /Educational Value:			
Comments: (Include all Directions or Special Instructions)			
Principal/Athletic Director Signature:		Date Approved:	
Superintendent Signature:		Date Approved:	

This Section to be completed by Transportation Office

Date Received:	Approved By:			
Date Acknowledged:	Vehicle #:	BUS: <input type="checkbox"/>	VAN: <input type="checkbox"/>	OTHER: <input type="checkbox"/>
Driver's Name:				