

Wiggins School District RE-50J

SCHOOL VEHICLE TRANSPORTATION REQUEST

Request must be submitted to transportation department at least two weeks prior to event.

Should the transportation department not have a vehicle available, you will be notified and asked to use your personal vehicle (this action then requires a Mileage Reimbursement request form completed by employee and submitted to your supervisor).

1. To Be Completed by District Employee

Date of Request: _____

Employee Name: _____

Purpose of Trip/Activity: _____

Sponsor in Charge: _____

Destination: _____

Date of Departure: _____ Number of Riders: _____

Departure Time: _____ Student Release Time: _____

Date of Return: _____ Return Time to School: _____

Comments (include special instructions -- special equipment to be transported)

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2. To Be Completed by Principal/Supervisor

Travel Approved: Yes _____ No _____

Principal/Supervisor Signature _____ Date _____

Superintendent Signature _____ Date _____

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3. To Be Completed by Transportation Department

Unit Assigned: _____ Driver Assigned: _____

Transportation Director Signature _____ Date _____