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MISD TRANSPORTATION REQUEST
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Please submit a separate request for each day and trip needed. All request must be completed in time to arrive in the office of the Transportation Director at least 14 days prior to the trip. Failure to comply will require superintendent's approval and may result in denial of request. Qualified coach or teacher may drive, other wise the Transportation Director will assign a driver. All requests must be signed by the person driving the vehicle. If this trip is cancelled the Transportation Director must be contacted immediately for you organization may be charged for the expenses incurred. Changes in department, times, or destination must be given to Transportation Director immediately.

Date Submitted: _____ **Date needed:** _____ **Date of Return:** _____
Place of Departure: _____ **Departure Time:** _____ **Time of Return:** _____
Destination: _____ **No. Transported:** _____ **Est. Miles:** _____

Destination Address: _____

Purpose of trip (circle one) Educational-UIL-Administrative- other (name, be specific): _____

Department or class making trip: _____

Meal arrangement for for students: _____ **For Bus Driver:** _____

Ticket admission cost to student: _____ **Ticket/admission for driver:** _____

Sponsors: _____ **Faculty member making request:** _____

BUDGET CODE: _____

Approval: Principal: _____ **Date:** _____

Superintendent (needed if overnight): _____ **Date:** _____

Coach / Teacher / Bus Driver Assigned: _____ **Bus Number:** _____

Return Miles: _____

Departure Miles: _____

Total Miles: _____

MANDATORY CHECK LIST FOR ALL DRIVERS

- _____ *Check the bus for sleeping students or lost articles*
- _____ *Check the bus for vandalism*
- _____ *Close all windows, doors, and hatches*
- _____ *Sweep floor and dump all trash*

Bus Drivers Box
Departure time: _____
Return time: _____
Hours worked: _____

SIGNATURE OF DRIVER: _____ **DATE:** _____

Failure to return vehicle in **clean** condition will result in forfeiture of pay. **Return completed form to Transportation Director the day following the trip.**