

## LPS TRANSPORTATION REQUEST FORM

**Activity Transportation:** This form is to be submitted to the Transportation Manager at the beginning of the fall, winter, and spring seasons for transportation involving any part of the activity program. All requests are to be submitted to the Transportation Manager by the Activities Director **no later than one calendar week before date of usage. PLAN AHEAD!**

**Curriculum Transportation:** Approval of respective principal is needed prior to submitting to the Transportation Manager for transportation involving any part of the curriculum program. All requests are to be submitted to the Transportation Manager **no later than one calendar week before date of usage. PLAN AHEAD!**

Date of Transportation Request Submitted \_\_\_\_\_

School \_\_\_\_\_ Organization \_\_\_\_\_

Date of Transportation Usage \_\_\_\_\_

Type of Transportation Requested (please check)    \_\_\_\_\_ BUS    \_\_\_\_\_ VAN    \_\_\_\_\_ MINI-BUS

Nature of Usage \_\_\_\_\_

Destination \_\_\_\_\_

Time of Departure \_\_\_\_\_ Time of Return \_\_\_\_\_

Total number of people to be transported (including sponsors) \_\_\_\_\_ Mileage \_\_\_\_\_

Person making request \_\_\_\_\_ Date \_\_\_\_\_

Approval of Principal \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

### For Transportation Manager Use Only

Request Granted    \_\_\_\_\_ YES    \_\_\_\_\_ NO

Van (capacity - 11) \_\_\_\_\_ Color \_\_\_\_\_

Bus \_\_\_\_\_ Driver \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Assigned by \_\_\_\_\_ Date \_\_\_\_\_

Copies to \_\_\_\_\_