

SCHOOL VEHICLE REQUISITION

VEHICLE NEEDED (Circle One):

Bus Car Suburban Truck

Date Needed: _____ End Date: _____

Time Needed: _____ End Time: _____

Number of Students: _____ Number of Adults: _____

(All names of students and adults are required on a list for the bus driver)

Destination: _____

Purpose of Trip: _____

Driver Needed (Circle One) Yes No

Or

Person Making Request will Drive: Yes No

Special Instructions: _____

*Minimum of 1 non-driving sponsor with all trips of 10 or more students.

*This form should be filled out and turned into the principal's office AND received by the Transportation Dept **ONE WEEK** before the trip.

Any changes, please notify Transportation ASAP!

*All vehicles and drivers (if requested) will be assigned by the Transportation Director,

Erica Hernandez - 361-771-5376

Please PRINT:

Name of person making request _____ Date _____

Principal's Signature _____ Date _____