ACTIVITY TRIP BUS REQUEST

USE FOR ALL ATHLETIC, BAND AND FIELD TRIPS

DATE OF TRIP _____ DESTINATION _____

ESTIMATED DEPARTURE TIME _____ ESTIMATED RETURN TIME _____

NUMBER OF MILES-ROUND TRIP _____

REASON FOR TRIP _____

_____

	BUS 1:	BUS 2:	BUS 3:
BUS NUMBER(S)			
LICENSED DRIVER(S)			
ODOMETER READINGS: (Beginning)			
(Ending)			

PERSON RESPONSIBLE FOR CHECKING THE CLEANLINESS OF THE BUS, SEEING THAT IT IS REFUELED IF NECESSARY, AND THAT IT IS RETURNED TO THE CORRECT LOCATIONS:

_____

(THIS MUST BE SPONSOR OR PRINCIPAL)

_____ SIGNATURE OF SPONSOR

_____ SIGNATURE OF PRINCIPAL

_____

DATE OF REQUEST
(MUST BE RECEIVED IN THE CENTRAL OFFICE
AT LEAST 3 DAYS IN ADVANCE OF THE TRIP)

☐ APPROVED

☐ DISAPPROVED

_____

SUPERINTENDENT

Funding Source: (Please check one of the following)

☐ Participating students

☐ 21st Century After School Grant

☐ Career Tech

☐ Indian Education

☐ Special Education

☐ CCBOE (Includes academic and band competitions, ballgames, and cheer camp)

Sponsors pay for AL Children's Theatre, Groundwater Festival, and Forestry and Wildlife Field Day.