

FIELD TRIP TRANSPORTATION REQUEST

SUBMIT AT LEAST 2 WEEKS IN ADVANCE OF TRIP

☐ CRESLANE

☐ CRESWELL MIDDLE

☐ CRESWELL HIGH

PROPOSED DATE:

DESTINATION:

ADDRESS:

LOAD TIME:

SCHOOL DEPARTURE
TIME:

DESTINATION
ARRIVAL TIME:

DESTINATION
DEPARTURE TIME:

SCHOOL ARRIVAL
TIME:

LOADING LOCATION:

STUDENTS:

ADULTS:

GRADE:

TEACHER/COACH:

PROGRAM TO BE BILLED (REQUIRED):

BUDGET CODE:

ATHLETIC ☐

ACADEMIC ☐

PRINCIPAL SIGNATURE:

DATE:

TRANSPORTATION OFFICE:

☐ AUTHORIZED

☐ INFORMATION NEEDED

AUTHORIZED BY:

ASSIGNED DRIVER:

ASSIGNED VEHICLE:

START TIME:

END TIME:

TOTAL TIME:

START MILEAGE:

END MILEAGE:

TOTAL MILEAGE:

DRIVER SIGNATURE:

DATE:

COMMENTS REGARDING BEHAVIOR/CLEANLINESS: