

TRANSPORTATION REQUEST

Blue Mountain School District Vehicles

Instructions:

1. Requests must be submitted to the building office prior to each trip and sent to the Transportation Department.
2. A separate request must be made for each trip.
3. Transportation Department will acknowledge each request and send confirmation.

This section to be completed by the teacher and submitted to the building administration:

Date of Trip	School:	Group:	Driver:
Departure Time From School:	Return Time to School:	Number of Adult Riders (not driver):	Number of Students:
Destination:	Reason for Travel:	Date of Request:	

Special Requests or Considerations (i.e. wheelchair accessibility):

Building Administration Approval:	Date:
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Building Administration should forward this form to the **Maintenance Office at BMHS.**

Transportation Department

Date Received:	Vehicle Scheduled:	Vehicle Scheduled by:	Date entered in Schedule:
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Confirmation Notice Sent to:			
	email or paper copy		email or paper copy
	email or paper copy		email or paper copy