

CARMEL UNIFIED SCHOOL DISTRICT
REQUEST FOR APPROVAL OF DISTRICT TRANSPORTATION

School: _____ Bus Charter Bus Van
 Teacher / Department: _____ Class Athletic Other
 Today's Date: _____ (MUST BE AT LEAST **15 DAYS** PRIOR TO TRIP DATE!)
 Trip Day(s) / Date(s): _____
 Departure Time From School: _____ Departure Time From Site: _____
 Number of Students: _____ Number of Adults: _____
 Names of Teachers in Charge of Trip: _____
 Destination / Site Address: _____
 Destination Details / Additional Information (luggage, stops on trip, etc.): _____

 Charge Trip As Follows: _____

NOTE: ALL TRIPS WILL BE CHARGED TO ACCOUNT OF REQUESTING PRINCIPAL UNLESS INDICATED DIFFERENTLY ON THIS REQUEST.

Other Expenses To The District (parking, food, etc.)?: Yes No Permits On File?: Yes No

Principal's Signature of Approval Date

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BUSINESS OFFICE USE ONLY

- A. APPROVED (subject to available vehicles)
 - B. NOT APPROVED
 - C. NOT APPROVED (*because there are no vehicles or drivers available)
- * The school can hire a commercial bus or make other arrangements consistent with District policy. Any costs incurred will be deducted from the field trip or athletic trip balance.*

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TRANSPORTATION DEPARTMENT USE ONLY

Trip Number: _____ Vehicle Number(s): _____
 Assigned Driver(s): _____
 Credit Card Assigned / Extra Cost (parking, hotel, fuel, etc.): _____

DISTRIBUTE TO:

Transportation
 School Office
 Requesting Teacher

Supervisor of MOT / Transportation Date