

# **Elmore County Public Schools**

## *Athletic/Extracurricular/Field Trip*

### **Transportation Request Form**

***This request form must be completed and faxed to the Transportation Department at 334-514-3046  
no later than one week prior to the scheduled trip.***

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**To be completed by Teacher/Coach**

Date Completed: \_\_\_\_\_

School: \_\_\_\_\_

Subject Area/Group: \_\_\_\_\_

Teacher/Coach: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Purpose of the trip: \_\_\_\_\_

Destination of trip: \_\_\_\_\_

Date of trip: \_\_\_\_\_

Departure time: \_\_\_\_\_

Return time: \_\_\_\_\_

Group Size: \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_

Driver's Full Name: \_\_\_\_\_

Bus Number: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

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**To be completed Student Services Department**

Date Request Received: \_\_\_\_\_

Bus Number Assigned: \_\_\_\_\_

Trip Request Number Assigned: \_\_\_\_\_

**Numbered Authorization sheet will be faxed back to the Teacher.**

**Authorization sheet should be completed by Bus Driver and turned in to School Bookkeeper.**

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**If necessary, bus should be picked up and returned  
to the Transportation Department.**