

Elmore County Public Schools

Athletic/Extracurricular/Field Trip

Transportation Request Form

***This request form must be completed and email to james.arant@elmoreco.com
no later than one week prior to the scheduled trip.***

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: _____

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.

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