

Randolph County School System

Transportation Request for Field Trip

Teachers and Athletic Directors: Please complete the information below to schedule transportation for approved field trips and scheduled athletic events.

***IMPORTANT NOTICE:** The Randolph County School System does not provide insurance coverage for private vehicles used for field trips. Individuals must have adequate personal liability insurance coverage when using a private vehicle.

Number of buses needed: _____ Destination: _____

Method of Transportation: Activity Bus Yellow School Bus Lift Bus Needed
 Charter Bus (Name of approved charter: _____)

Requested By: _____ Phone #: _____

Email: _____

School/Department: _____

Bill Trip to: _____ Account Number: _____

Trip Date: _____ Number of Students: _____ Grades: _____

Number of Adults: _____ Contact Person: _____

Bus Driver Name(s): _____

Special Instructions for the Bus Garage: _____

Date of Principal's Approval: _____

Cafeteria Manager notified? Yes No

Date of Superintendent's Approval: _____

Request Date: _____

Submit to:
Bus Garage
Wendy Anderson, Director
wanderson@randolph.k12.nc.us
336-318-6144 Phone