

DATE \_\_\_\_\_

**WEST JEFFERSON SCHOOL DISTRICT #253**

**DISTRICT CAR REQUEST**

(SUBMIT FOR ALL TRIPS 5 DAYS PRIOR - ONE COPY)

1. Requesting School \_\_\_\_\_

Grade/Class/Group \_\_\_\_\_

Teacher/Advisor \_\_\_\_\_

Number of Persons Needing Transportation:

Students: \_\_\_\_\_ Adults: \_\_\_\_\_ Total: \_\_\_\_\_

2. Purpose \_\_\_\_\_

3. Date car is requested for \_\_\_\_\_

4. Destination \_\_\_\_\_

Miles to Destination \_\_\_\_\_

Time leaving District Office \_\_\_\_\_

Approximate time of return \_\_\_\_\_

SIGNATURE OF PERSON TAKING CAR \_\_\_\_\_

APPROVED BY (SIGNATURE OF PRINCIPAL) \_\_\_\_\_

DISTRICT OFFICE USE

Date

Received \_\_\_\_\_

Approved By \_\_\_\_\_ Not Approved \_\_\_\_\_

Transportation Supervisor \_\_\_\_\_