

Freer ISD

Transportation Request

Transportation Dept.

DATE: ORGANIZATION REQUESTING TRANSPORT:

SPONSOR NAME: PURPOSE OF TRIP:

DESTINATION: ESTIMATED MILEAGE:

DATE VEHICLE NEEDED:

NUMBER OF EMPLOYEES TO BE TRANSPORTED: NUMBER OF STUDENTS:

LIST OF CHAPERONES AND SPONSORS (If Applicable):

DRIVER'S NAME:

VEHICLE REQUESTED: Bus/Buses Vehicle

LOCATION TO BE LOADED:

LOADING TIME: DEPARTURE TIME:

INSTRUCTIONS FOR USE OF VEHICLES AND BUSES

WHEN REQUESTING VEHICLES AND BUSES: PLEASE MAKE REQUESTIONS 2 WEEKS PRIOR TO TRIP OR AS SOON AS POSSIBLE. A PRE-TRIP DEFECT CARD IS IN EACH OF THE VEHICLES. PLEASE PRE-TRIP AND POST-TRIP VEHICLE. PLEASE NOTE IF ANY MECHANICAL PROBLEMS OCCUR. BUS DRIVER IS AUTHORIZED TO TRANSPORT STUDENTS TO AND FROM DESIGNATION PER APPROVED REQUISTION FORM. DRIVER IS BY NO MEANS ALLOWED TO TRANSPORT ELSEWHERE WITH OUT THE PROPER WRITTEN AUTHORIZATION. IN THE EVENT AN ACTIVITY FINISHES EARLY. THE DRIVER MUST TRANSPORT THE STUDENTS BACK FROM DESIGNATED TRIP AT THAT TIME. RETURN KEYS WITH RRE-TRIP DEFECT CARD TO SUPERVISOR. AFTER HOURS, PLACE KEYS AND DEFECT CARDS IN THE DROP SLOT AT THE BUS BARN. PLEASE PARK AND LOCK VEHICLE UNDER CARPORT.

CREDIT CARDS: CREDIT CARDS WILL BE ISSUED ACCORDING TO LONG DISTANCE TRIPS, AND OVER NIGHT STAYS, PICK UP CREDIT CARDS AT TRANSPORTATION OFFICE. CREDIT CARDS MUST BE SIGNED OUT. RETURN CREDIT CARDS AND GAS TICKETS TO TRANSPORTATION OFFICE, SOME ONE MUST ME THERE TO RECEIVE THESE ITEMS.

IN THE EVENT OF AN EMERGENCY NOTIFY ONE OF THE FOLLOWING PERSONS:

<u>SUPERINTENDENT</u>	394-6025/(361) 231-0966
<u>HIGH SCHOOL PRINCIPAL</u>	394-6717/(956) 473-9431
<u>JUNIOR HIGH PRINCIPAL</u>	394-7102/(361) 701-9247
<u>NORMAN THOMAS ELEMENTARY PRINCIPAL</u>	394-6800/ (361) 720-6688

***** OFFICE USE ONLY *****

TRIP APPROVED BY: DATE:

NON-SCHOOL TRIP APPROVED BY: DATE:

SUPERINTENDENT: DATE: