

**RUSK I.S.D. TRANSPORTATION  
REQUEST**



**INSTRUCTIONS:**

1. Requests should be **submitted at least 1 week** prior to each trip, and sent to the Transportation Department.
2. A separate request form must be filled out for each trip.

**\*The section below must be completed by the Teacher/Principal\***

<b>Date of trip:</b>			
<b>Campus:</b>	<b>PRI.- ELEM.- INTER.- JR.HIGH- HIGH SCHOOL</b>	<b>Department:</b>	<b>SPECIAL ED COOP-FOOD SERV.-TECH. - MAINT.- TRANSPORTATION CENTRAL OFFICE</b>
<b>Destination:</b>			
<b>Departure Time From School:</b>		<b>Return Time To School:</b>	
<b>Purpose of trip?</b>			
<b>Number of Students:</b>	<b>Number of Adults:</b>		
<b>NAMES of Adults:</b>			
<b>Bus or Car? (Circle one)</b>		<b>If A Bus is Requested, Do you Need a Driver?  Yes or No</b>	<b>If no driver is requested, please give the name of your driver:</b>
<b>Submitted by:</b>	<b>Date Submitted:</b>		

**Comments:**

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**Campus/Dept. APPROVED BY:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

<b>Transp. Department Use Only:</b>	<b>Received BY:</b>	<b>Date Received:</b>
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