

Transportation Request 101



Car or Suburban Request



1) Check availability in central office

- contact, or visit, Mike or Allison to check availability and get scheduled
- car rider capacity: 5
- suburban rider capacity: 8

2) Get keys and take trip

- check out the keys to the vehicle from central office
- take your trip remembering to obey all traffic laws

3) Return car and keys

- return vehicle and keys to central office
- CLEAN UP the vehicle
- report any maintenance issues (i.e. check engine light) to Mike



School Bus Transportation Request

1) Make a request on google forms

- use this [link](#) or find the form on the school website
 - for staff
 - staff resources
- answer all questions and prompts on the form as accurately as possible

2) Take trip

- prepare and be ready to depart at stated time
 - if a time change is needed, contact Mr. Roepke ASAP

3) Return to Fordland

- the team/club is responsible for
 - picking up trash
 - sweeping bus
- in addition, the sponsor will sign the trip log and return it to the bus driver