

TRANSPORTATION REQUEST

Muldrow Public Schools
P.O. Box 660
Muldrow, OK 74948

Instructions

1. Requests must be submitted ~~two weeks~~ prior to each trip and sent to the Transportation Department.
2. A separate request form must be filled out for each trip.
3. Sponsors are responsible for any expenses incurred by the bus driver related to the trip.
4. A copy will be returned by transportation following approval.

All drivers of school vehicles must have a copy of their driver's license on file in the central office!

THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL

Date of Trip: _____ School: _____ Destination: _____

Departure time from school: _____ Return time to school: _____ Group _____ Loading point: _____

of Riders: _____ Teacher in charge _____ Date submitted _____ Charge to: _____

Comments: (include all directions, special instructions or equipment to transport)

Approved by: _____ Title: _____ Date approved: _____

This section to be completed by Transportation Department

Date received: _____ Vehicle - Van _____ Bus# _____ Car _____ Suburban _____

Bus Driver Meal Allowance (Paid by the Organization) _____

Comments: _____

Approved by: _____ Title: _____ Date Approved: _____