

# Oakridge School District Transportation Request

This request should be received by the transportation department at least seven working days prior to the trip

Name of person making the request: \_\_\_\_\_

Building:      High School                      Junior High                      Elementary (circle one)

Date Needed: \_\_\_\_\_ Destination: \_\_\_\_\_ Funding Source: \_\_\_\_\_

Number of riders: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Approx Return: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Lunch Stop Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Requester:** \_\_\_\_\_

Signature of Building Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Transportation: \_\_\_\_\_

Date: \_\_\_\_\_

Trip Approved:

Trip Denied (Reason):  \_\_\_\_\_

### Transportation Use Only In This Block

Run #: \_\_\_\_\_ Issue Date/Time: \_\_\_\_\_ Accept Date/Time: \_\_\_\_\_ TD Date/Time: \_\_\_\_\_

Assigned to: \_\_\_\_\_

**Bus #:** \_\_\_\_\_

Type of Run (circle one):      Field Trip                      Athletic                      Sp. Ed.                      Other:

Assigned Leave Time/Date: \_\_\_\_\_ Dispatcher Signature: \_\_\_\_\_

### Driver Use In This Block

Mileage Beginning: \_\_\_\_\_ Mileage Ending: \_\_\_\_\_ Total Mileage: \_\_\_\_\_

**GALLONS:** \_\_\_\_\_

**Driving Log**

In: \_\_\_\_\_ Out: \_\_\_\_\_  
 In: \_\_\_\_\_ Out: \_\_\_\_\_  
 In: \_\_\_\_\_ Out: \_\_\_\_\_  
 In: \_\_\_\_\_ Out: \_\_\_\_\_  
 In: \_\_\_\_\_ Out: \_\_\_\_\_

Driving Total: \_\_\_\_\_

**Stand By Log**

In: \_\_\_\_\_ Out: \_\_\_\_\_  
 In: \_\_\_\_\_ Out: \_\_\_\_\_  
 In: \_\_\_\_\_ Out: \_\_\_\_\_  
 In: \_\_\_\_\_ Out: \_\_\_\_\_  
 In: \_\_\_\_\_ Out: \_\_\_\_\_

Stand By Total: \_\_\_\_\_

**Meal Times**

In: \_\_\_\_\_ Out: \_\_\_\_\_  
 In: \_\_\_\_\_ Out: \_\_\_\_\_  
 In: \_\_\_\_\_ Out: \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**#RIDERS:** \_\_\_\_\_