

Transportation Request
Marietta Public Schools
580—276—9444

Instructions

- 1. Request must be submitted prior to each trip, approved by the principal and sent to the Transportation Department.**
- 2. A separate request form must be filled out for each trip.**

THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL

Date of trip: _____ School: _____ Destination: _____

Departure time from School: _____ Return time to school: _____ Number of riders: _____

Group: _____ Teacher in Charge: _____

Date Submitted: _____ Charge to: _____

Additional Comments (Include all directions or special instructions):

Approved by: _____ Title: _____ Date Approved: _____

THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT

Date received : _____ Date acknowledged: _____

Vehicle: Van Bus Coach

Group: _____ Teacher in Charge: _____

Comments:

Approved by: _____ Title: _____ Date Approved: _____