

# TRANSPORTATION REQUEST

## 2018-2019

**Transportation Director**  
**Belinda Denmark**  
**Office: 912-526-4466**  
**Cell: 912-585-8922**

### INSTRUCTIONS

1. A request must be submitted at least two (2) weeks prior to activity date and sent via email to your Principal for approval. The AD may sign athletic bus requests.
2. If approved, the principal or AD will email the request to the Transportation Director ([belinda.denmark@toombs.k12.ga.us](mailto:belinda.denmark@toombs.k12.ga.us)) or the Transportation Secretary ([jennifer.marsh@toombs.k12.ga.us](mailto:jennifer.marsh@toombs.k12.ga.us)).
3. A separate request form must be filled out for each trip.
4. An email will be returned to the principal and the sponsor/coach.
5. A roster of all participants must accompany this request (Students, Teachers, Chaperones, ETC).
6. The bus will be inspected after each trip. If the bus is left dirty, the school will be charged a \$50.00 cleaning fee.

### SECTION TO BE COMPLETED BY SPONSOR

|                             |                   |                                 |
|-----------------------------|-------------------|---------------------------------|
| DATE OF TRIP                | SCHOOL            | DESTINATION                     |
| DRIVER                      | SPONSOR           | # OF STUDENTS TO BE TRANSPORTED |
| ROUND TRIP MILES (ESTIMATE) | TIME OF DEPARTURE | TIME OF RETURN                  |
| GROUP / TEAM                | PURPOSE OF TRIP   |                                 |

### SECTION BELOW TO BE COMPLETED BY PRINCIPAL

|             |       |      |
|-------------|-------|------|
| APPROVED BY | TITLE | DATE |
|-------------|-------|------|

**SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT**

|                   |                        |
|-------------------|------------------------|
| DATE ACKNOWLEDGED | BUS / VEHICLE ASSIGNED |
|-------------------|------------------------|

COMMENTS

|             |       |      |
|-------------|-------|------|
| APPROVED BY | TITLE | DATE |
|-------------|-------|------|

**PLEASE PRINT A COPY FOR YOUR RECORDS.**  
HAVE A COPY WITH YOU WHEN PICKING UP THE BUS. ALSO PRINT A COPY OF THE ATTACHED PRE-TRIP INSPECTION FORM. ALWAYS COMPLETE THE PRE-TRIP INSPECTION BEFORE DRIVING A BUS.

The names of all participants should be listed below:

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