

PENDLETON COUNTY SCHOOLS

County School Transportation Request

(Two weeks notice)

1. Name of school and person making request: _____

2. Conference or place to be visited: _____

Name _____

Location _____

Date Submitted _____ Distance from School(round trip) _____
Miles

Date Transportation is Desired _____

Day

Time

Departure _____

Return _____

Exact Pick-Up Location: _____

3. Names of Staff members who will ride the bus:

Lay Chaperones, generally not to exceed 3 per bus:

4. Is the trip dependent on county transportation? _____

5. How many people will be making the trip? _____

6. Explain Reason for Trip: _____

7. What is the Source of Funding for Trip? _____

8. Number of Buses Needed? _____

Request to be approved and signed by school officials in order as indicated:

Teacher or staff in charge

Superintendent

Principal

Driver Assigned

(Send all copies to Superintendent)