

APPENDIX I

Pierce Public Schools
Transportation Request

All transportation requests for any school activity are obtained through the principal's office. Transportation requests are to be approved by the administration, and requests must be submitted at least ten days in advance.

REQUEST FOR TRANSPORTATION

Department _____ Date of Request _____
(to be charged)

Total Number of People Being Transported _____ Vehicle/s Requested _____

Departure Time _____ Departure Date _____

Return Time _____ Return Date _____

Estimated Mileage _____ Driver _____

Destination _____

Purpose of Trip _____

Remarks _____

Note: All requests for school transportation must be made on this form and be approved by the principal. No other requests will be honored.

Person Making Request

Principal