**Mathis Independent School District**

**Transportation Request**

Campus/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination & Type of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure: (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Time): \_\_\_\_\_\_\_\_\_\_\_\_\_ am/pm-circle one

Return: (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Time): \_\_\_\_\_\_\_\_\_\_\_\_\_am/pm-circle one

Estimated Passengers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  *List of students attending trip must be attached*

Number of Buses/Vans Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_ Car(s)/Trucks Needed: \_\_\_\_\_\_\_\_\_\_

Bus Driver Required? Yes or No (please circle one)

Budget Code: Mandatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination to and from:

Cost of transportation:

 ($1.69 per mile x mileage round trip – for bus): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

($0.69 per mile x mileage of round trip – for other school vehicles): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Consideration (wheel chair lift needed, or other needs): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures for Approval:

Principal’s/Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Christopher Casarez, Business & Operations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Dr. Camille McCoy, Human resources director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Transportation Use Only: Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1). All transportation requests must be signed by Principal/Director/Supervisor before submitting to administration for approval. After approval it will forwarded to the Transportation Department.

2). All requests “must” have a budget code, to be approved.