

**MINGUS UNION HIGH SCHOOL
TRANSPORTATION REQUEST**

ACADEMIC TRIP _____

EXTRACURRICULAR _____

Requests must be turned in to transportation department 10 (ten) working days prior to date of activity. **All OUT OF STATE travel must be BOARD APPROVED first and then be turned into the transportation department a minimum of 10(ten) working days before the trip.**

REQUESTED BY: _____ DATE OF REQUEST: _____

DESTINATION NAME & ADDRESS: _____

TRANSPORTATION REQUESTED: _____ YELLOW BUS _____ CUTAWAY _____ VAN (Call transp. first for availability before turning in request)

TOTAL # OF STUDENT/ADULT PASSENGERS: _____ TOTAL # OF ADULT ONLY PASSENGERS FOR VAN _____

EDUCATIONAL BENEFIT: _____

STATE STANDARDS MET: _____

****attach documentation if you need more space****

	<u>DATE OF TRIP</u>	<u>AM</u>	<u>PM</u>
Departure time from campus	_____	_____	_____
Estimated arrival time on campus	_____	_____	_____

(NOTE: ONCE THE ABOVE INFORMATION IS COMPLETELY FILLED OUT BY THE REQUESTOR THE FORM IS TO BE TURNED INTO THE PRINCIPAL (ACADEMIC TRIPS) ASSISTANT PRINCIPAL (SPORTS). THE PRINCIPAL/ASSISANT PRINCIPAL WILL TURN IN REQUEST TO THE BUSINESS MANAGER.

UNDER 50 MILES ONE WAY	50+ MILES	**Overnight trips, the driver will be paid 8 hours extra for each night stayed. Day trip with more than 15 hours, may be assigned 2 drivers/vehicles. **
\$1.20 PER MILE	\$1.20 PER MILE	
\$16.00 PER HOUR	\$25.00 PER HOUR	

REQUESTING PERSON	PRINCIPAL	ASSISTANT PRINCIPAL	BUSINESS MANAGER
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To be filled out by transportation:

To be filled out by business manager:

Fuel account (miles of trip) _____
 Salaries (driver's hours) _____
 Mechanic labor (maintenance) _____

Fund Code _____
 Auxiliary Account _____