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**TRANSPORTATION DEPARTMENT**

**(To be completed by the originator of the field trip)**

**Date of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Load Time: \_\_\_\_\_\_\_\_\_\_\_\_\_ Leave Time: \_\_\_\_\_\_\_\_\_\_\_\_\_ Return Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Buses: \_\_\_\_\_\_\_\_ or Van: \_\_\_\_\_\_\_\_\_\_**

**Driver Admittance Provided to the Event: Yes/No**

**Meal Plan**

**Destination with Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Meal Provided for the Driver: \_\_\_\_\_\_ Pack: \_\_\_\_\_\_ Driver Purchase at Restaurant: \_\_\_\_\_\_**

**CERTIFICATION**

**This is to certify that this Trip, as requested, is in conformity with the Administrative Guidelines established by the District as well as any applicable State Regulations.**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transportation Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**