

REMSEN CENTRAL SCHOOL DISTRICT

TRANSPORTATION SUBURBAN REQUEST FORM

(Please Print Legibly)

This request form should be completed in its entirety by the professional employee in charge. Please remember that the driver of the vehicle shall be an employee of Remsen Central School District, and have a current valid driver's license. (A copy of license shall accompany form). Please remember that parental permission slips are required for all participating students. When requesting the suburban, a Field Trip/Workshop Request form must be approved prior to submitting a Transportation Suburban Request form.

Date of Trip _____ Day of Week _____
(Submit a separate request for each trip)

Destination _____

Group, Class, Sport or Activity _____

Requiring Transportation _____

Professional Employee Responsible _____

Professional Employee who will be driving Suburban _____

Professional Employee Responsible Contact Cell# for the day of Field Trip _____

Number of Passengers (including Driver) Limit 6 students _____
(NO Students allowed in front Passenger Seat)

Please list Students/Staff Involved and Driver of Suburban

- | | |
|----------|-----------------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. Driver _____ |
| 4. _____ | |

Time of Departure _____ Expected Time of Return _____

Driving the Suburban

Upon return, please remove all trash (trash bags will be provided) and park the vehicle behind the bus garage and drop the keys in the drop box located near entrance door. Be sure lights are off and vehicle is locked. Vehicle will be fueled prior to your use, if you need fuel during use, please get a receipt, to turn into business office.

Professional Employee in Charge Signature _____ Date _____

Approved by:

Building Principal Date _____

Transportation Supervisor Date _____

Superintendent Date _____