



# TRANSPORTATION / FIELD TRIP REQUEST FORM

Transportation Request Forms must be submitted for approval 10 WORKING DAYS PRIOR to the date of any VCS event. This form is required for ALL Pre-K-12th school events and field trips. **This form must be submitted to the North Office first.**

Today's Date: \_\_\_\_\_

Name of Person Requesting Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

The Following Transportation is Needed for this Event:      Bus      Other \_\_\_\_\_

Name of the Bus Driver: \_\_\_\_\_

List **All** Approved Drivers for Personal Vehicles: \_\_\_\_\_

Departure Time: \_\_\_\_\_      Return Time: \_\_\_\_\_      # of Students: \_\_\_\_\_

Who will Chaperone/Supervise: \_\_\_\_\_

Field Trip requests shall be made to the office by submitting this form. The event will be reserved and placed on the school calendar only when the administration approves the use. I agree and understand that all Field Trips will be in accordance with our beliefs, statements of faith and core values.

Signature - person submitting this form

Date

### Approval/Routing List

Initial

Date

Comments

Main/Elem. Office Manager

Keaton Surratt

Cheryl Nurse

JH/HS Principal

Healey Glessner

JH/HS Office Manager

Celia Hawver