

TRANSPORTATION REQUEST

Requests for transportation should be submitted 30 days in advance to insure vehicle and driver availability. Please contact the Transportation Department if you are requesting transportation less than 30 days in advance. A school bus or white vehicle will be provided based upon the information you provide on the request below.

INSTRUCTIONS

1. Complete this form in its entirety. All requests for transportation must include administrative approval (building administration or activities director) prior to submission.
2. Scan and email the completed transportation request to Transportation Department Secretary, Shawn Marlin, at shawn.marlin@keokukschools.org
3. Keep the original form for your records.
4. Once approved and scheduled, Shawn will email you confirmation. Please maintain that email for your records.

Today's Date _____ Building _____ Requestor/Phone _____

Student Lunches ☐ Yes ☐ No Nature of Trip _____

Handicapped Accessible ☐ Yes ☐ No Undercarriage Storage Needed ☐ Yes ☐ No

Administrative Approval _____ # of Student(s) _____ # of Adult(s) _____

Proposed Driver Name(s)* _____

**Drivers must be preapproved and have their information filed with the District, prior to transporting students.*

DESTINATION (Facility Name, Street Address, City and State)

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DEPARTURE INFORMATION

RETURN INFORMATION

Departure Date _____
Loading Time _____ am / pm
Departure Time _____ am / pm
Departure Location _____

Return Date _____
Return Time _____ am / pm

MILEAGE (Must be Recorded and Reported to the Transportation Department)

Beginning	Ending	Total Miles

-----INTERNAL USE ONLY -----

Vehicle(s) Assigned _____ Bus Driver/Bus # _____