

**ANTHONY ISD – TRANSPORTATION REQUEST  
SCHOOL FIELD TRIP / ATHLETIC / NON-SCHOOL ORGANIZATIONS**

This form is to be submitted, by the initiating teacher/coach, to the Director for Operations for scheduling.

Teacher/Coach:
Organization:
Destination:
# of Students:

Trip Date(s):
Leave Time:
Return Time:
Actual Round Trip Miles:

I understand this transportation request must be initiated ten (10) school days prior to the date of the activity. I acknowledge that I am responsible for furnishing adult sponsors, if required, and that I will be responsible for the conduct of the students during travel and while at our destination. I will also be responsible for leaving for the bus in clean condition (i.e. having the students remove any and all trash from the bus). Transportation requests must be approved by the building principal and/or Athletic Director. **The principal will be responsible for funding all non-UIL field trips.**

**Travel Approval:** \_\_\_\_\_

\_\_\_\_\_  
Date      Teacher's Signature

\_\_\_\_\_  
Date      Athletic Director  
(When Applicable)

\_\_\_\_\_  
Date      Principal's Signature

\_\_\_\_\_  
Date      Director of Operations

	36-6494      Athletics
	36-6494-00-001 HS UIL Travel
	36-6494-01-001 Other HS Travel
	11-6494-00-001 HS Field Trip
	11-6494-00-041 MS Field Trip
	11-6494-00-101 Elem. Field Trip
	61-6494 Non-School Organization

**TO BE COMPLETED BY THE BUS DRIVER:**

To following data is collected by the bus driver and returned to the Director of Operations the next workday following the field trip. All entries must be legible!

Date	Driver's Name	Departing Time	Returning Time	Beginning Mileage	Ending Mileage	Total Trip Mileage
Mon:						
Tues:						
Wed:						
Thurs:						
Fri:						
Sat:						
Sun:						