

# TRANSPORTATION REQUEST FORM

Date \_\_\_\_\_ School \_\_\_\_\_

Grade Level \_\_\_\_\_ Date of trip \_\_\_\_\_

Teacher(s) \_\_\_\_\_

# of students \_\_\_\_\_ Departure Time \_\_\_\_\_

# of adults \_\_\_\_\_ Return Time \_\_\_\_\_

Total # \_\_\_\_\_

Destination \_\_\_\_\_

Approximate Miles \_\_\_\_\_ \* Mileage Fee \$ \_\_\_\_\_

Cost for Driver: Minimum of 4 hours (\$60.00) per driver  
\$15.00 per hour for each driver over 4 hours \$ \_\_\_\_\_

Estimated Total Cost \$ \_\_\_\_\_

Special Considerations? \_\_\_\_\_

**\* Mileage fee is \$1.20 per mile (this amount varies). Estimated miles are per MapQuest but exact mileage will be calculated per bus driver records.**

**Please call or email Lee Ann Looney for Destination/Mileage Fees:  
414-3821 or [looneyl@mtnbrook.k12.al.us](mailto:looneyl@mtnbrook.k12.al.us)**

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## Seating Capacity

Super size = 84 passengers (3 to a seat)

56 passengers (2 to a seat)

Large = 65 passengers (3 to a seat)

43 passengers (2 to a seat)

Mini = 32 passengers (3 to a seat)

22 passengers (2 to a seat)

Access bus = 15 passengers + wheelchair

Buses will be assigned to fulfill the requirement for the request, however, there is no guarantee that a specific bus will be available.

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## SIGNATURES

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Email Address of Contact Person

\_\_\_\_\_  
Principal

Request will not be considered without  
Principal's signature

\_\_\_\_\_  
Transportation Director

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_