

Water Valley School District Travel Request

Bus Permit Number _____

Requests must be submitted prior to each trip and sent to your school administrator, who will in turn forward the request to transportation. The permit will be given to the driver at the time of departure. Any variances to your request will be emailed back to you for your approval. All out of state trips must have prior approval from the Water Valley School District Board of Education.

Name of School:

Group or Team:

Purpose of trip:

Date and Time of Departure:

Destination (street address, if possible):

Date and Time of Return:

Number of people to be transported:

Number of special needs passengers (wheelchair, etc):

Number of buses requested:

Driver:

Any special instructions:

Name of supervising faculty member:

All other faculty members attending:

Requested by:

Date:

Signature of Principal: _____