

**GILMER INDEPENDENT SCHOOL DISTRICT  
BUS/VEHICLE TRIP REQUEST FORM**

TRIP DATE: \_\_\_\_\_ CAMPUS: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TRIP DESTINATION: \_\_\_\_\_  
\_\_\_\_\_

TRIP REQUESTED BY: \_\_\_\_\_  
DATE OF REQUEST: \_\_\_\_\_

HOW MANY DRIVERS CAN ORGANIZATION PROVIDE \_\_\_\_\_  
NAMES OF DRIVERS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF PASSENGERS: \_\_\_\_\_ NUMBER OF BUSES: \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_ ARRIVAL TIME AT DESTINATION \_\_\_\_\_

TIME VEHICLE NEEDED AT DEPARTURE LOCATION: \_\_\_\_\_

LOCATION VEHICLE NEEDED FOR LOADING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF MEAL STOP IS REQUIRED WHAT IS THE LOCATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RETURN TIME TO BUS GARAGE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

SPECIAL INFORMATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_