

TRIP REQUEST
CARTER COUNTY TRANSPORTATION DEPARTMENT
10114 US 60 WEST
OLIVE HILL, KY 41164
PHONE: 606-474-6696 ext. 20-301
FAX: 606-286-2212

Date of Request _____ Date of Trip _____ School _____

Teacher requesting Trip _____

Grade/Club/Subject/Sport _____ # of passengers including adults _____

Destination _____ Purpose of Trip _____

Departure Time _____ Departure Location _____

Return Time _____ Return Location _____

Number of Buses Requested _____

Driver(s) _____

Will you be taking a cooler(s)? _____

Drivers will now be assigned by the transportation department **ONLY**. The only exception will be on sports and academics, but you need to check with driver and make sure this will not put them over the 40 hour limit if so you will be responsible for paying their overtime out of **YOUR** account number.

Fund account number must be entered below before trip can be taken. _____

Principal's Signature _____

Fund Account Number _____

_____ Transportation Approved

_____ Transportation denied for the following reason

Date this form returned to school _____

Out of state field trips must also be approved by the Carter County Board of Education. Requests must be submitted to the Superintendent at least 7 days in advance of the board meeting. All trips must be at the bus garage 7 days in advance.

YOU MUST HAVE YOUR TRIP REQUEST IN WITHIN 7 DAYS OF TAKING YOUR TRIP, IF YOU DO NOT DO THIS THEN WE CANNOT ASSURE YOU A BUS AND DRIVER.