

This form works better when downloaded before completing.

BCSC FORM 6.0-34-1
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**BATESVILLE COMMUNITY SCHOOL CORPORATION
VEHICLE REQUEST**

***Must be submitted to your building principal at least (5) school days prior to event.**

School

Date of Trip

Group/Event

Teacher/Individual in Charge

Cell Phone # of Teacher/Individual in Charge

Destination (Specific Street Address & City)

***Directions & Itinerary must be
provided to Transportation Office**

Departure time & Pick up point

Event Start Time

Event End Time

Return time to school

Rider Information: Special Needs: # of Wheelchairs _____
of Harnesses _____
of Car seats _____
Other _____

Total Students _____

Total Adults _____

Date Submitted to Principal

Principal's Signature

Date of Action _____ Approved Denied

Comments/Special Instructions:

**RESPONSE & ASSIGNMENT SECTION
(To be completed by Transportation Department)**

Date Request Received: _____ Date Action Taken: _____

Request is: Approved Denied

Driver Assignment: _____

Vehicle Assignment: _____

Bus(es) _____ Van _____

Departure Time: _____ Response By: _____

Comments/Special Instructions:

