

**High School for Law Enforcement & Criminal Justice**

**Bus Transportation Request Form  
HISD or Private Bus**

**ALL 3 Forms must be turned in together and APPROVED PRIOR to the field trip. Transportation Requests should be completed at least 3 weeks prior to the trip. Field Trip (Parent Permission) & Sponsor Request forms must be attached.**

**All information below must be completed. Incomplete requests will not be processed. You MUST obtain approval from Mrs. Mosteit, Principal for all requests.**

PLEASE TYPE ALL INFORMATION

Today's date: \_\_\_\_\_

Teacher's Name Requesting Transportation: \_\_\_\_\_

Date of Trip: \_\_\_\_/\_\_\_\_/\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Destination: \_\_\_\_\_

Destination Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

Student Group: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Number of Buses: \_\_\_\_\_ Is a wheeled-chair bus needed? \_\_\_\_\_  
If yes, how many students are in wheel chairs? \_\_\_\_\_

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For office use only:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Budget to be charged: Budget or Activity Account

Business Area	G/L Account	Funds Center	Fund Code
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