PLYMOUTH COMMUNITY SCHOOL CORPORATION

TRANSPORTATION DEPARTMENT

701 E Berkley Street, Plymouth, IN 46563 \* PH: 574-936-3169 \* FX: 574-935-4806

Email: [transportation@plymouth.k12.in.us](mailto:transportation@plymouth.k12.in.us)<http://www.plymouth.k12.in.us/directory/transportation.cfm>

TRANSPORTATION REQUEST FORM

Field Trip Name: School/Organization: Department:

Activity:

CONTACT INFORMATION

Name:

Phone Number: Email:

DEPARTURE INFORMATION

Departure Date: Depart Time:

Return Date: Approx. Return Time: Departure Location: Departure Notes:

DESTINATION INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Destination Name: |  | | |
| Destination Address: |  | | |
| City/State/Zip: |  | | |
| Destination Notes: |  | | |
|  | TRIP DETAILS | | |
| Number of Students: | | Number of Adults: |  |
| Number of Wheel Chairs: | | Number of Vehicles: |  |

INVOICING / BILLING

Please indicate where the trip will be invoiced with School and Department:

Updated 06.19.2017