

## **EXTRA-CURRICULAR TRIP FORM**

The Extra-Curricular Trip Guidelines have been distributed to all schools in Jefferson Parish. In order to ensure that all interested bus drivers will be fairly considered for Extra-Curricular Trips, the Transportation Department has developed the following form. NAME OF SCHOOL: \_\_\_\_\_\_ BUS NO: \_\_\_\_\_ DRIVER'S NAME: \_\_\_\_\_ CAPACITY: \_\_\_\_\_ PHONE NOS: The Account Clerk at the school will attempt to contact you. If a timely response is not received the clerk will move to next driver. I wish to have my name on the Roster to be contacted for participation in Extra-Curricular Trips requiring transportation services. Signature of Bus Driver Bus No. Date Submitted Please make sure you submit an Extra-Curricular Trip form to each school in which you desire to make extra-curricular trips. NOTE: This form must be validated by driver and principal signatures. It must be submitted to each school by 12:00 pm on the date indicated on the Transportation Department website. A driver who is added to the school's roster after the first day of school has three weeks from the date of entry to submit this form. Signature of Principal Date

Copies: School Bus Driver Principal