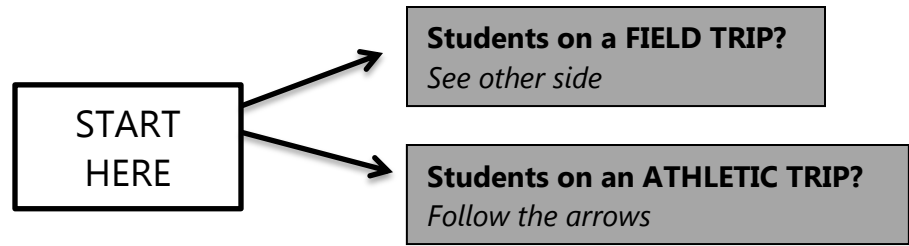


Athletic Trip Forms Flow Chart



How will students be transported?



Is the trip 150 miles or more (one way) or overnight?

Yes No

Is the driver a district employee?

Is the driver a district employee?

Yes No

Yes No

Trans Request, DMV Pull Form, Trans Application to the District Office

Trans Request Form, DMV Print out, Trans App, Volunteer packet to the District Office

Trans Request, DMV Pull Form, Trans Application to Fleet Maintenance

Trans Request Form, DMV Print out, Trans App, Volunteer packet to Fleet Maintenance

Is the trip 150 miles or more (one way) or overnight?

Yes No

Trans Request Form to District Office

Trans Request Form to Fleet Maintenance

Is the trip 150 miles or more (one way) or overnight?

Yes No

Bus Request Form to District Office

Bus Request Form to SCOE

Trans Request Form, DMV Pull Form, Insurance Liability, Trans Application to District Office

Trans Request Form, DMV Print out, Trans App, Insurance Liability to District Office, Private Driver Releases to Site

Trans Request Form, DMV Pull Form, Trans App, Insurance Liability

Trans Request Form, DMV Print out, Trans App, Insurance Liability to Fleet Maintenance, Private Vehicle Releases to Site

Is the trip 150 miles or more (one way) or overnight?

Yes No

Is the driver a district employee?

Is the driver a district employee?

Yes No

Yes No