



Laurens County School District Field Trip/Athletic Trip School Bus Request Form

School Name

Teacher's Name

Contact Phone Number

Date of Trip

Day of Week

Destination

Group, Club, Etc.

City/State

Total Attending

Leave Time

Return Time

Total Buses Needed:

Lift Required?

Bus Driver #1 Name

Bus Driver #2 Name

To be Paid Yes No

To be Paid Yes No

Bus Driver #3 Name

Bus Driver #4 Name

To be Paid Yes No

To be Paid Yes No

Bus Driver #5 Name

Bus Driver #6 Name

To be Paid Yes No

To be Paid Yes No

Approval/Denial

Principal

Approved

Denied

Transportation

Approved

Denied

Superintendent/
Associate

Approved

Denied

This form must be completed, signed, and approved by your school administrator before submitting to the Laurens County Board of Education.