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JEFF DAVIS COUNTY BOARD OF EDUCATION
TRANSPORTATION DEPARTMENT
ALVIN MERRITT, DIRECTOR OF TRANSPORTATION
(912) 375-6705
FAX (912) 375-6020

Trip Request

Date_____

Day of Trip_____Date_____Destination_____

School_____Organization_____

Individual Requesting Trip_____

Number of Buses _____ Departure Time _____ Return Time_____

APPROVED BY: Principal _____

Transportation Director _____

Superintendent _____

FOR DRIVER ONLY:

Departure Time _____Return Time _____ Total Hours _____

Total Miles _____ Fuel Gallons _____

_____ _____ A.M. ☐ P.M. ☐
Driver's Signature Substitute Driver

_____
Teacher/Coach Signature

THIS FORM MUST BE SUBMITTED TO THE TRANSPORTATION OFFICE AT LEAST (2) WEEKS PRIOR TO DEPARTURE DATE. ALL RAIN OUT GAMES REQUIRES A NEW TRIP REQUEST FORM. THE PERSON REQUESTING THE TRIP IS RESPONSIBLE FOR MAKING SURE THAT NO DEBRIS IS LEFT ON THE BUS.

Jeff Davis County Board of Education Annex
P.O. Box 1780, 52 Yellow Jacket Drive, Hazlehurst, GA 31539