

Administrative Procedures For Transportation Requests

NOTE: Transportation for all athletic events will be scheduled in accordance with a master schedule where possible.

- Step 1 The initial request will be made by the principal or his designee by telephone to the Director of Transportation at least three (3) days in advance of the transportation need when a driver must be employed.

- Step 2 The principal or his designee upon confirmation of the transportation needs will complete the paper work.

- Step 3 The copies of the paper work will go as follows: (1) to the originator, (2) to the Director of Transportation, (3) to remain in the principal's office.

- Step 4 The originator of the request has the responsibility of making proper notification in the event of cancellation or change to the original request.

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