

## **Transportation Request Guidelines**

When you need a vehicle do not call transportation. First go directly to the online transportation page and input your request. Please be specific with your input (for example HS football or MS volleyball instead of 'athletics') After this you should find your request posted on the transportation calendar within 24 hours. If, after that, you have questions please feel free to call Michael at 903-258-7238. If additional information is needed you will be contacted (For example ...if there is a conflict and transportation doesn't have a suitable vehicle available and alternative arrangements need to be made). Upon arriving to pick up your vehicle park your car in the spot of the vehicle that you are borrowing (bus places can hold two cars). Remember you are responsible for removing trash from the vehicle before returning. The transportation department works diligently to provide you with clean vehicles however sometime vehicles are reissued within hours and there is no time to detail the vehicle. Be respectful of others and clean up after yourself and your students.

If you ever need absolutely anything during your trip call Michael ASAP.