

SHS Football to  
West Virginia University  
Overnight / Tournament

2 Adults 14 Students

Main Trip Approval Calendar Reports

## Isle of Wight County Travel Tracker

### Submit a Request

Your Trip Requests

Your Assignments

Vehicle Mileage Not Entered

### Guides

End User Guide

### Quick References

Athletic Coaches

Location Level Approvers

Other Approvers

End Users

Overnight/Out-of-State Trips

### Travel Request Form

Trip Number

851

\* Category

Travel With Students

\* Type of Trip

Athletic

\* Athletic Event (you may check more than one)

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Baseball-JV       | <input type="checkbox"/> Baseball-Varsity            | <input type="checkbox"/> Basketball-Boys | <input type="checkbox"/> Basketball-Girls     |
| <input type="checkbox"/> Basketball-JV     | <input type="checkbox"/> Cheerleading-Comp           | <input type="checkbox"/> Cheerleading-JV | <input type="checkbox"/> Cheerleading-Varsity |
| <input type="checkbox"/> Cross Country     | <input type="checkbox"/> Cross Country-JV            | <input type="checkbox"/> Debate          | <input type="checkbox"/> Field Hockey         |
| <input type="checkbox"/> Football-JV       | <input checked="" type="checkbox"/> Football-Varsity | <input type="checkbox"/> Forensics       | <input type="checkbox"/> Golf                 |
| <input type="checkbox"/> Homecoming Parade | <input type="checkbox"/> Indoor Track                | <input type="checkbox"/> JROTC           | <input type="checkbox"/> Lacrosse             |
| <input type="checkbox"/> Marching Band     | <input type="checkbox"/> Sailing                     | <input type="checkbox"/> Scholastic Bowl | <input type="checkbox"/> Soccer-Boys          |
| <input type="checkbox"/> Soccer-Girls      | <input type="checkbox"/> Soccer-JV                   | <input type="checkbox"/> Soccer-JV Girls | <input type="checkbox"/> Softball-JV          |
| <input type="checkbox"/> Softball-Varsity  | <input type="checkbox"/> Swimming                    | <input type="checkbox"/> Tennis-Boys     | <input type="checkbox"/> Tennis-Girls         |
| <input type="checkbox"/> Track             | <input type="checkbox"/> Volleyball-Girls            | <input type="checkbox"/> Wrestling       | <input type="checkbox"/> Wrestling-JV         |

### Trip Leave

\* Date

6/23/2017

\* Time

5:00 AM

### Trip Return

\* Date

6/24/2017

\* Time

11:15 PM

Trip Year/Week 2017-25

\* Is this an Overnight Trip? Yes

\* Is this an Out of State Trip? Yes

### Comments

Please indicate where on campus the driver is to pick up your group or team.

\* Your School / Dept

040 Smithfield High School

\* Main Destination ⓘ

Select Destination

Destination Not Listed

1 Ira Errett Rodgers Dr, Morgantown

Stops on the Way There

Add Stop on the Way

Stops on the Return trip

Add Stop on the Return

\* Approximate Number of Miles Round Trip

774.38

Calculate/Get Directions

Funding Source

Budget Code

Funding Source Desc

Budget Code Desc

Funding Approver

\* Teacher / Advisor / Staff Name

Reginald Chavis

\* Teacher / Advisor / Staff Phone #

757-575-5876

Emergency Contact Info

☒ Same as Teacher / Advisor / Staff

\* Emergency Contact Name

Reginald Chavis

\* Emergency Contact Phone #

757-575-5876

## Number of Individuals Making Trip

* Male Adults	2	* Female Adults	0
* Male Students	14	* Female Students	0

## Vehicles Needed

\* Do you need vehicles? ☒ Yes ☐ No☐ Check here to indicate trip is drop-off only Location☐ Check here to indicate trip is pickup only Location

## Vehicle Pickup

\* Date 6/23/2017

\* Time 5:00 AM

## Vehicle Return

\* Date 6/24/2017

\* Time 11:15 PM

Total Trip Hours 42.25

\* Type of vehicles needed to reserve White Passenger Van ⓘ

\* How many vehicles do you need? 2

## Vehicle Guidelines:

Yellow Bus - 68 elementary/ 52 high school students per bus (maximum)  
White Passenger Van - 8 passengers

\* Do you need a wheelchair lift? ☐ Yes ☒ No

Nbr Wheelchair Slots

0

Nbr Safety Vests

0

Nbr Fold Down Seats

0

## Special Needs

☐ Child Restraint Seats

## Comments or details concerning needs

Tuesday night, June 13th, our football head coach, Reginald Chavis, received notice from the University of Virginia that their 7v7 football tournament was filled to capacity and they removed Smithfield from the field, despite being told by the

List the driver's name if a driver is pre-arranged or requested.

Coach Reginald Chavis and Coach Sherlon Savage would be the drivers.

Owner

mlivingston@iwcs.k12.va.us

Bid Id/Closing Date

17-06-18 06/01/2017

The bid period has passed and this is a late trip. You must contact your area manager to discuss getting a vehicle.

\* Will you be using external transportation (ex. charter bus, plane, walking)? ☐ Yes ☒ No

## Reserve Vehicles

Location Used to Reserve Vehicles

000 Transportation

mlivingston@iwcs.k12.va.us

Location Zone

Smithfield

Trip Year/Week:

2017-25

Bid Id

17-06-18

Trip Hours:

42.25

Total Number of Vehicles Needed:

2

Number w/ Lift:

Person Submitting Request

lrotruck@iwcs.k12.va.us

Date Submitted

Jun 15, 2017 2:03:45 PM

▶ Trip Estimator (click to open and enter additional information for estimating trip cost)

## Location Approval

Comment

Location Approver Decision

Approved

Name	croberts@iwcs.k12.va.us
Decision Date	Jun 15, 2017 2:32:51 PM

**Central Office Approval for Overnight or Out-of-State Field Trips**

Comment	Approved by Mark Mabey and Michael Lombardo
CO Approver Decision	Approved
Name	cclifton@iwcs.k12.va.us
Decision Date	Jun 15, 2017 3:15:59 PM

**Supporting Documents**

  No file chosen

File Type	Size	File Name	Created On
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Request Status	Approved
Final Approval Date	6/15/17 3:15 PM



**Email Audit Log:**

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Subject:	Email Sent on:	Email Sent by:	Email Sent To:
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(Version 4.0.11)