



Special Transport Request

Family Advocate and Transport Office

A Special Transport Request is used when the need for transport is different than the use of regular transport dates in that your request is for a special event. It can be a request for a single person or family (dependent on the seats of the vehicle). Events most likely to be given request approval are Cultural Events, Education/School Events, or Family Events (i.e. celebration/funeral).

Contingencies:

- If the event is farther than Overton, Mesquite, or Las Vegas the Family Advocate will need to acquire their supervisor's approval.
- If the request is for an overnight stay, 2 weeks' advance notice needs to be given so time can be used for supervisor approval and for the Transporter to obtain their lodging.
- The Transporter is only able to provide transportation and gas.
- It must fall into the purview of the Family Advocate's job description.
- Requests can only be approved if the event doesn't contradict the Family Advocate's schedule for prior commitments. I.E. if it falls on a date the Advocate is responsible for a community event.

Date Filled Out: _____

Name: _____

Phone: _____ **Email:** _____

Location for Pickup: _____

Event Type (Circle One): Cultural Educational Familial

Name or Description of Event:

Date of Event: _____

Location: _____ **Duration and Time of Event:** _____

If it is not one of the three typical events, what kind of event is it? And why is it important?

Why do you need Transport:

Single Rider (Circle One): Yes No

If No, list all the other people attending:

Last Name, First Name	Age:	Relationship to Applicant

Requestor Name (Print): _____

Requestor Signature: _____ **Date:** _____

If accepted and approved by the Family Advocate, they will reach out and inform the Requestor. If supervisor approval is also needed, they will notify the Requestor they are waiting for supervisor's approval. Then if approved, the Family Advocate will again reach out to confirm.

Below for use of Family Advocate Only.

Date Received: _____

Family Advocate Name (Print): _____

Family Advocate Signature: _____

Does request need supervisor approval (Circle One): Yes No

Follow Steps for either Yes or No on the page.

If No.

Does this event fall with the Family Advocate's purview (Circle One): Yes No

If Yes, and the event doesn't conflict with the Family Advocate's schedule then it is eligible for approval and the requester will need to be notified.

If No, the Family Advocate will need to notify the requestor.

Approved

Denied

Family Advocate Name (Print): _____

Family Advocate Signature: _____ **Date:** _____

If Yes.

Does this event fall with the Family Advocate's purview (Circle One): Yes No

Family Advocate Name (Print): _____

Family Advocate Signature: _____ **Date:** _____

Below for use of Family Advocate Supervisor.

Approved

Denied

Supervisor Name (Print): _____

Supervisor Signature: _____ **Date:** _____