

TRANSPORTATION REQUEST

Pecos-Barstow-Toyah I.S.D.

Transportation Dept.

447-7279

INSTRUCTIONS

1. Requests must be submitted prior to each trip and sent to the Transportation Department after final approval has been given.
2. Send all copies to Transportation.

THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL

DATE OF TRIP:	SCHOOL:	DESTINATION:	
DEPARTURE TIME FROM SCHOOL:	RETURN TIME TO SCHOOL:	BUDGET CODE:	
NUMBER OF RIDERS:	EDUCATOR IN CHARGE:	DATE SUBMITTED:	GROUP:

COMMENTS: (LIST OF ALL EMPLOYEES ATTENDING THIS TRIP AND ANY SPECIAL INSTRUCTIONS)

APPROVED BY:	DATE	FINAL APPROVAL:	DATE
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THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT

DATE RECEIVED:	DATE ACKNOWLEDGED:	VEHICLE: <input type="checkbox"/> PERSONAL VEHICLE <input type="checkbox"/> VAN <input type="checkbox"/> BUS <input type="checkbox"/> OTHER AUTO
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COMMENTS:

APPROVED BY TRANSPORTATION DEPT.:	TITLE:	DATE APPROVED:
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