



TRANSPORTATION REQUEST

West Las Vegas Pupil Transportation
179 Bridge Street
Las Vegas, New Mexico 87701

INSTRUCTIONS

1. Requests must be submitted prior to each trip and sent to the Transportation Department.
2. A separate request form must be filled out for each trip.
3. Send white and blue copies to Transportation Department.
4. Blue Copy will be returned by Transportation Department following approval.

THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL

DATE OF TRIP:	SCHOOL:	DESTINATION:	
DEPARTURE TIME FROM SCHOOL:	RETURN TIME TO SCHOOL:	GROUP/SPORT:	
NUMBER OF RIDERS:	SPONSOR/TEACHER IN CHARGE:	NUMBER OF VOLUNTEERS:	CHARGE TO:
COMMENTS: (INCLUDE ALL DIRECTIONS ON SPECIAL INSTRUCTIONS AND ATTACH ROSTER/ITINERARY)			

APPROVED BY:	TITLE:	DATE APPROVED:
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THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT

DATE RECEIVED:	DATE ACKNOWLEDGED:	VEHICLE: SUBURBAN <input type="checkbox"/> BUS <input type="checkbox"/> COACH <input type="checkbox"/> OTHER <input type="checkbox"/>
COMMENTS:		

TRANSPORTATION DIRECTOR	AMOUNT CHARGED:	DATE APPROVED:
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DRIVER'S NAME:	BUS NUMBER:	SOC. SEC. NO. _____-_____-_____
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BEGINNING ODOMETER READING:	ENDING ODOMETER READING:
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START TRIP

FROM: WEST LAS VEGAS SCHOOLS TO: _____
 TIME OF DEPARTURE: _____ TIME OF ARRIVAL _____

RETURN TRIP

FROM: _____ TO: WEST LAS VEGAS SCHOOLS
 TIME OF DEPARTURE: _____ TIME OF ARRIVAL: _____

WE CERTIFY THAT THIS TRIP IS FULLY AUTHORIZED BY THIS SCHOOL

BUS DRIVER SIGNATURE	SPONSOR/COACH SIGNATURE
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SPONSORS PLEASE HELP KEEP BUSES CLEAN!!!!

IN CASE OF EMERGENCY CALL:

MR. JOHN ROYBAL (505) 426-1589
(505) 429-2384

MRS. LORETTA SALAZAR (505) 454-1817
(505) 429-2784

WHITE-TRANSPORTATION

YELLOW-TRANSPORTATION/TEACHER

PINK-OFFICE