

# 2017-2018

Los Alamos School Transportation Request  
Bus(s) -- **Please circle** -- Car/Suburban (s)

**Please submit at least two weeks in advance of trip date.**

**Administrator or Activity Director's Signature** \_\_\_\_\_  
**For car trip, signer verifies that driver has current NM driver's license.**

**Department/Organization responsible for payment of trip expenses** \_\_\_\_\_

Requester's Name \_\_\_\_\_ Phone # \_\_\_\_\_ Grade/Group \_\_\_\_\_

Departure Date \_\_\_\_\_ Departure Time \_\_\_\_\_ Depart Location \_\_\_\_\_

Return Date \_\_\_\_\_ Expected Return Time \_\_\_\_\_  
**(All Field Trips are expected to return by 2:30pm, unless they have been approved ahead of time!)**

Trip Purpose \_\_\_\_\_

Destination \_\_\_\_\_

Number of Students \_\_\_\_\_ Number of Adults \_\_\_\_\_ **BUS = 1 adult /15 students recommended**

**Please check all that apply:**

Meal Stop \_\_\_\_\_ Sack Lunch \_\_\_\_\_ Wheelchair Access (#) \_\_\_\_\_

Return through White Rock \_\_\_\_\_ Overnight (at) \_\_\_\_\_

Special Instructions or Remarks \_\_\_\_\_

\_\_\_\_\_

Trips will begin and end at the school of origin with the sponsor in attendance.

**Trip must be signed by Administrator or Activity Director Prior to this being sent back to Transportation.**

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### Transportation Office Use Only

Date Request Received \_\_\_\_\_

Approved or Declined \_\_\_\_\_

Trip Ticket # \_\_\_\_\_, Processor \_\_\_\_\_

Please Return all Trip/Car Request to Christopher Smith at [c.smith@laschools.net](mailto:c.smith@laschools.net)  
(This paper must be on file with Transportation for your trip to take place.)