

2018-2019

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 Required!**

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.

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
(This paper must be on file with Transportation for your trip to take place.)