

MANCOS SCHOOL DISTRICT RE-6 TRANSPORTATION REQUEST

CAR or BUS

(Please circle one)

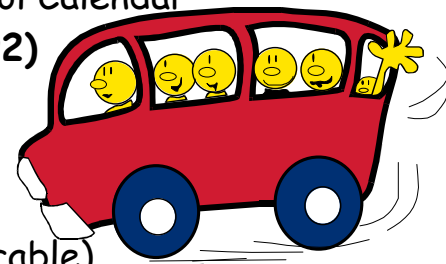
AN APPROVED COPY OF THIS REQUEST **MUST** BE IN THE TRANSPORTATION OFFICE
SEVEN DAYS PRIOR TO THE DATE OF THE TRIP, OR THE TRIP MAY BE DENIED.

Date of Trip _____ Destination _____
Teacher _____ Class _____
ETD from Mancos _____ ETA @ Destination _____
ETD Destination _____ ETA @ Mancos _____
of Students _____ # of Adults _____
ETD = Estimated Time of Departure ETA = Estimated Time of Arrival

Special requests or considerations _____

Please complete the checklist and turn in to the Principal. THANKS!

- Inform Office - make sure no conflicts with School Calendar
- **CONFIRM DATE WITH BUS BARN (533-7792)**
- Fill out Leave Request (if applicable)
- Put Student List in Teacher Boxes
- Contact Cafeteria (if applicable)
- Take Student Emergency Forms with you (if applicable)
- Notify nurse of any med/medical/special needs (if applicable)
- PLEASE CALL AND CONFIRM 2 DAYS PRIOR TO TRIP**
- If using the car or microbus do you need a gasoline credit card?
 Yes No



Principal _____ Superintendent _____

After approval, send copies to Bus Barn and the appropriate office.