

Cotter School District Transportation Request

Date: _____
Class or Group Involved: _____
Date of Bus Departure: _____ Time of Departure: _____
Date of Bus Return: _____ Time of Return: _____
Person Requesting Bus: _____
Destination & Activity: _____
Number of Students Involved: _____
Number of Busses Requested: _____
Driver(s) has/have been secured? Yes _____ No _____
Driver(s) Name: _____
Supervising Teacher(s): _____

Authorizing Signature: _____
Principal or Athletic Director

Instructions:

1. Complete form and give to Athletic Director/Principal/
Transportation Supervisor.
2. Prepare a roster sheet. Leave one in the Principal's office and
keep one copy on the bus.

Note:

If this is a field trip, all students going are required to have a parental permission form signed and returned before they can go.

Supervising teacher(s) are responsible for cleaning the bus.