

Cotter School District Transportation Request Form

Date: _____

Class or Group Involved: _____

Date of Bus Departure: _____ Time of Departure: _____

Date of Bus Return: _____ Time of Return: _____

Person Requesting Bus: _____

Destination and Activity: _____

Number of Students Involved: _____

Number of Busses Requested: _____

Supervising Teacher(s): _____

****SUPERVISING TEACHER(S)/DRIVER OF SMALL 15 PASSENGER BUS****

As supervising teacher/driver, it is your responsibility to return the bus clean by having the trash removed from the floor, and having the trash can emptied and the liner replaced. If you allow students to eat/drink on the bus and there are spills, it is your responsibility to clean them. **Your signature below indicates that you have read and understand that the responsibility is yours for returning a clean bus.**

Responsible Teacher/Driver Signature: _____

Authorizing Signature: _____

Principal or Athletic Director or Transportation Supervisor

Instructions:

1. Complete form and give it to the 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 go.