

<b>TRANSPORTATION REQUEST</b>  CUBA INDEPENDENT SCHOOLS PO BOX 70 CUBA NEW MEXICO 87013		<b>INSTRUCTIONS:</b>  1. Requests must be submitted 5 days prior to each trip and sent to the Transportation Office for approval. 2. A separate request form must be completed for each trip. 3. Send Transportation Request Form to Transportation Office.	
<b>This section to be completed by person requesting vehicle</b>			
Date of Trip:	School:	Destination:	
Purpose of Trip:			
Departure Time from School:	Return Time to School:	Individual/Group:	Requestor Name/Signature:
Number of Riders:	Teacher in Charge:	Date Submitted:	
Driver's License Number: _____			
Comments: _____			
Signature of Principal or Designee:	Title:		Date Approved:
<b>This section to be completed Transportation Department</b>			
Date Received:	Date Acknowledged:	Vehicle/License Plate #:	CIRCLE ONE: CAR      VAN      BUS      OTHER
Comments:			
Transportation Approval:	Date:		
<b>NOTE: If trip/activity is cancelled it is the responsibility of the requestor to inform the Transportation Department of changes.</b>			