

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**

<b>TRANSPORTATION REQUEST</b>		<b>INSTRUCTIONS</b> 1) Requests must be submitted prior to each trip and sent to the Transportation Department. 2) A separate request form must be filled out for each trip. 3) Send two copies to Transportation. 4) One copy will be returned by Transportation following approval.	
<b>THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL</b>			
Date Of Trip:		School:	Destination:
Departure Time From School:		Return Time To School:	Group:
Number of Riders:	Teacher in Charge:	Date Submitted:	Charge To:
Comments: (Include all Directions or Special Instructions)			
<hr/> <hr/> <hr/>			
Approved by:		Title:	Date Approved:
<b>THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT</b>			
Date Received		Vehicle: <input type="checkbox"/> Van <input type="checkbox"/> Bus <input type="checkbox"/> Coach	
Comments:			
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Approved by:		Title:	Date Approved:

White – Transportation    Blue – Transportation (Return to Office)    Yellow – Teacher    Pink - Office