

La Joya ISD  
La Joya Transportation Dept.  
Late Request Bus Form 2013-2014

School Name: Ann Richards M.S.

Trip Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Trip Destination: \_\_\_\_\_

Trip Type:  One Way  Round Trip Over Night:  YES  NO

Trip Departure Date: \_\_\_\_\_ Trip Return Date: \_\_\_\_\_

Trip Departure Time: \_\_\_\_\_ Trip Return Time: \_\_\_\_\_

**TRIP CONTACT**

Teacher/Coach Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

No. of Students: \_\_\_\_\_ No. of Buses: \_\_\_\_\_

Account # \_\_\_\_\_

Type of Transportation :  School Bus  
 Wheelchair Equipped Bus  
 Activity Bus

Notes: \_\_\_\_\_

\*It is your responsibility to fill out form completely, ALL the information above needs to be filled out in order for us to submit the request for you. We will NOT submit the request if information is missing. Form needs to be filled out and faxed to Transportation Dept. Please make sure you call to confirm 24 hrs in advance to avoid any delays in assignment of trip.