

Painted Sky Elementary School  
Parent Teacher Organization

**School Bus Request Form  
For Field Trips**

Due to the escalating costs of fuel, the PTO will be limited in the amount of money we can provide for buses for field trips this year.

To help us plan and make proper payment, the following policies have been adopted:

All requests for bus funds must be approved by the PTO, **BEFORE** the trip.

If approval isn't granted in advance, the teacher may be liable for the bus bill.

Teachers must call at least two different bus companies to get competitive bids when making their request. Provide the company with the approximate round trip mileage and the total hours the bus will be needed.

877-1901	Alice Gonzales
877-4560	Herrera School Buses & Coaches
242-1108	Herrera Coaches, Inc.
898-1454	Lucero School Bus Company
410-5649	Sena School Bus Company

Fill out the bus request form completely. Indicate if multiple classes (and associated teacher's names) will be using the bus. The person requesting the bus must enter their personal PTO Purchase Order (PO) Number.

Put your bus request form in the PTO mailbox at Painted Sky well in advance of the trip to give the PTO time to review the request, check for available funds, and to approve the request.

Ask the bus company to send the invoice to Painted Sky Elementary School, 8101 Gavin NW, 87120. If you receive the invoice, be sure to put it in the PTO mailbox at Painted Sky ASAP.

NOTE: We are planning on making this form available on our web page ( <http://www.psepto.com> ) where you will be able to fill out the form on-line and have it emailed to us for faster approval. We'll let you know when this is available.

# Painted Sky Elementary Field Trip Bus Request Form

This form must be approved by the PTO **BEFORE** the trip, or else the teacher may be liable to pay the bus bill.

Date of Request: \_\_\_\_\_ PO# PTO-275-\_\_\_\_\_

Person requesting funds: \_\_\_\_\_  
Please print your name above

Grade level of students on trip: \_\_\_\_\_

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

Date of Trip: \_\_\_\_\_

Quoted estimate from bus company (must call at least two to determine lowest rate):  
Circle the company you will be using.

		Quoted Estimates/Company Rep
877-1901	Alice Gonzales	\$ _____
877-4560	Herrera School Buses & Coaches	\$ _____
242-1108	Herrera Coaches, Inc.	\$ _____
898-1454	Lucero School Bus Company	\$ _____
410-5649	Sena School Bus Company	\$ _____

Other teachers/classes going on this bus: \_\_\_\_\_

Requesting Person's Signature: \_\_\_\_\_

Requesting Person's Phone Number: \_\_\_\_\_

or email address: \_\_\_\_\_

Needed so we can notify you if/when the request has been approved.

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## PTO USE ONLY:

Date Request Received: \_\_\_\_\_

Verify funds available for this bus: YES or NO

Date Teacher Notified of Request Approval/Denial: \_\_\_\_\_

Circle: Notified via: PHONE - Voice Mail? Talked to person?  
Notified via: EMAIL.

PTO Officer Signature: \_\_\_\_\_