

## **BUS / CAR MANIFEST**

Form must be left at school as it is used to contact parents/guardians in case of late arrival or emergency and to get messages to staff or students.

Date: \_\_\_\_\_ Destination: \_\_\_\_\_

Staff Supervisor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### **1. Bus Manifest – Please attach a list of students assigned to the bus.**

Bus Company: \_\_\_\_\_

License Plate: \_\_\_\_\_ Bus #: \_\_\_\_\_

Driver Name (if possible): \_\_\_\_\_

Cell #: \_\_\_\_\_

### **2. Car Manifest – Please complete table below for each car / taxi.**

Car 1: Driver Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

NOTE: Volunteer Driver Declaration must be on file at the office.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Car 2: Driver Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

NOTE: Volunteer Driver Declaration must be on file at the office.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Car 3: Driver Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

NOTE: Volunteer Driver Declaration must be on file at the office.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Car 4: Driver Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

NOTE: Volunteer Driver Declaration must be on file at the office.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Car 5: Driver Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

NOTE: Volunteer Driver Declaration must be on file at the office.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Car 6: Driver Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

NOTE: Volunteer Driver Declaration must be on file at the office.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_