



# Rio Arriba County Parks & Recreation Department

## Bus Request Form

Jeremy G. Maestas  
PARKS & RECR DIRECTOR



Name of Requestor
Address
Phone
Email
Requested Date(s)
Destination
Destination Address
Departure Time
Return Time
Number of Students
Number of Chaperones

**The following are the rules to be abided by all passengers riding the bus:**

- No Food or Drinks Allowed in the bus
- A Charge of \$ 100.00 will be billed to the contact person in the event that the bus is left in an unclean condition.
- All Passengers must remain seated when the bus is in motion
- Any Tobacco/Alcohol products are strictly prohibited in the bus
- The applicant/entity listed on request will be liable to cover actual charges for repairs required due to passenger vandalism, or property damage caused by misuse or misconduct of passenger(s).
- A \$50.00 cancellation fee will apply, for any cancellations that are not made within 48 hours.
- A \$20.00 late fee will apply for each day a payment is late.

\*\*Upon completion of this form, please email to [TSandoval@rio-arriba.org](mailto:TSandoval@rio-arriba.org)\*\*

I/We the undersigned do hereby agree to the terms as indicated above, and will assume full responsibility.

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature (Parks & Recreation Director/Designee)

\_\_\_\_\_  
Date

*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810  
Española Annex \* 1122 Industrial Park Road \* Española, New Mexico 87532 \* Phone (505) 753-6663 \* Fax (505) 747-0336*