

Transportation Request

Circle: Bus / Van / Other: _____

School:	Instructions: 1. A separate request must be submitted prior to each trip and sent first to the Central Office which will forward to the Transportation Department. 2. Approval must be given prior to each trip by the Central Office and Transportation Department. 3. The gold copy will be returned to the campus office by the Supt. Office when/if trip is approved. 4. No trip will be approved until billing information is complete and correct.**
Date Submitted:	
Submitted by:	

THIS SECTION TO BE COMPLETED BY THE TEACHER AND PRINCIPAL:

Destination:	Date of Trip	Number of riders:
Teacher in Charge:	Departure Time From School:	Arrival Time Upon Return:
Group:	Reason for Trip:	
Account Number to be billed for expenses:	For Instructional Field Trips	199.11.8494.00.(001/041/101)_.89
	For Extra-curricular Literary/Non-athletic Trips	199.36.8494.00.(001/041/101)_.89
	For Athletic Event Trips	199.36.8494.01.899_.91
Other: consult your principal or the business office.		
Special Instructions, Directions, or Additional Information:		
Approved by:	Title:	Date Approved:

THIS SECTION TO BE COMPLETED BY CENTRAL OFFICE:

Approved by:	Title:	Date Approved:
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THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT

Date received:	Vehicle Assigned:	Bus	Van	Other:
Comments:				

THIS SECTION TO BE COMPLETED BY DRIVER AND THE TRANSPORTATION DEPARTMENT ON THE DAY OF THE TRIP

Bus #	Driver	Trip Date
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	Date	Time	Odometer Reading
Departure:			
Return:			

*NOTE: Please indicate AM or PM when entering Departure & Return times. Thank you.

Billing Information:

<u>Completed by Driver</u>	<u>Completed by Trans. Direct.</u>
Mileage: Total Miles _____	Total Mileage \$ _____
Fuel: Total Gallons _____	Total Fuel \$ _____
Driver: Total Hours _____	Total Wages \$ _____
Driver to be paid? (Circle One) Yes No	Wage benefits 7% \$ _____
Drive Time: _____ hrs @ _____	Total \$ _____
Wait Time: _____ hrs. @ _____ = _____	
Driver's Signature: _____	Trans. Dir: _____

If the driver experiences any mechanical or other difficulties, please report these in writing.