

# Transportation Request

Circle: Bus / Van / Other: \_\_\_\_\_

School:
Date Submitted:
Submitted by:

**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\*\*

**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_.81 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
	Date	Time
	Odometer Reading	
Return:		
Departure:		

**Billing Information:****Completed by Driver**

Mileage:	Total Miles	_____
Fuel:	Total Gallons	_____
Driver:	Total Hours	_____
Driver to be paid? (Circle One) Yes No		
Drive Time:	_____ hrs @ _____	
Wait Time:	_____ hrs. @ _____ = _____	
Driver's Signature: _____		

**Completed by Trans. Direct.**

Total Mileage	\$ _____
Total Fuel	\$ _____
Total Wages	\$ _____
Wage benefits 7%	\$ _____
<b>Total</b>	<b>\$ _____</b>
Trans. Dir: _____	

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

(White - Business Office)

(Yellow - Transportation)

(Pink - Superintendent)

(Gold - School)