

## BUS TRIP REQUEST

BUS REQUESTED BY WHOM: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_ LOADING TIME: \_\_\_\_\_ APPROX RETURN TIME: \_\_\_\_\_ # OF BUSES: \_\_\_\_\_

ROUND TRIP: Y OR N    LOADING POINT: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

PURPOSE OF TRIP: _____	<i>TO BE FILLED OUT BY BUS DRIVER</i>
	DRIVER'S NAME: _____
NO. OF PASSENGERS: _____	BUS #: _____
ADDITIONAL INFO: _____	
	<i>DRIVER LOG</i> <i>TIME</i> <i>ODOM READING</i>
	LEAVE LOT:                      _____                      _____
	RETURN TO LOT:                      _____                      _____
TEACHER/SPONSOR SIGNATURE _____	TOTAL DRIVE TIME: _____ X \$10.00/HR _____
PRINCIPAL SIGNATURE _____	TOTAL MILES: _____ X \$. _____ PER MI = \$ _____
SUPERINTENDENT SIGNATURE (CUSTOMER) _____	DRIVER'S SIGNATURE: _____

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TEACHER/SPONSOR SIGNATURE _____	TOTAL DRIVE TIME: _____ X \$10.00HR _____		
PRINCIPAL SIGNATURE _____	TOTAL MILES: _____ X \$._____ PER MI= \$ _____		
SUPERINTENDENT SIGNATURE (CUSTOMER) _____	DRIVER'S SIGNATURE: _____		