

USD 320 VEHICLE REQUEST

REQUESTING: Bus Van Car

Instructions:

1. Bus requests must be submitted to the Transportation Department by 4:00, WEDNESDAY the week prior to trip.
2. Van and Car requests must be submitted to the Wamego High School office.
3. Building principal must approve and sign all requests.
4. A separate form must be completed for each request.

THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL

| | | | |
|--|-----------------------|----------------|--|
| Date of Trip | School | Pick up point | Destination |
| Departure time from School | Return time to school | | Group |
| Number of Riders | Teacher in Charge | Date Submitted | Regular Ed <input type="checkbox"/> Special Ed <input type="checkbox"/> |
| Comments (Include all Directions or Special Instructions): | | | |
| | | | |
| Approved by: | Title: | Date Approved: | |

THIS SECTION TO BE COMPLETED BY DRIVER

Instructions:

This section must be completed by the driver and returned to the Transportation Department (buses) or High School office (vans & cars) at the completion of each trip.

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| <p>TRIP MILEAGE REPORT</p> <p> <input type="checkbox"/> Athletic <input type="checkbox"/> Field Trip <input type="checkbox"/> Special Ed </p> | <p>Driver Name: _____</p> <p>Vehicle Number: _____</p> |
| <p>MILEAGE</p> <p>Return _____</p> <p>Start _____</p> <p>Trip Mileage _____</p> <p>Driver Rate of Pay (if applicable): _____</p> <p>Substitute Bus Driver: _____</p> | <p>TIME</p> <p>Start _____</p> <p>Finish _____</p> <p>Total Time _____</p> |