

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.

<p>TRIP MILEAGE REPORT</p> <p>_____ Athletic _____ Field Trip _____ 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>