



**SCHOOL BUS TRANSPORTATION REQUISITION: EXTRA-CURRICULAR TRIP**

**NOTE:** Requisitions must be completed and faxed to the Bus Garage Foreman  
 (7) SEVEN DAYS prior to the date of the trip. **Windsor – 6733 OR Middleton – 5303**

School: \_\_\_\_\_ School Ref No: \_\_\_\_\_

**SCHOOL MUST INDICATE TRIP TYPE: Drop off ( ) Pick up ( ) Shuttle ( ) Round Trip ( )**

Reason: \_\_\_\_\_

Total number of passengers (including Supervisors) \_\_\_\_\_ Grade(s): \_\_\_\_\_

Name of Supervisor in charge: \_\_\_\_\_

**School Global Account: CC:** \_\_\_\_\_ **FA** \_\_\_\_\_

**FUND** \_\_\_\_\_ **ELEMENT** \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Name and Signature of Teacher)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature of Principal)

TRIP LIST OF STUDENTS/CHAPERONE(S) -- must be given to driver at point of departure  
 -- must be retained at school for emergency purposes

**SCHEDULE & CONTACT INFORMATION**

Contact Name: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Pickup Location: \_\_\_\_\_ Departure Time: \_\_\_\_\_

List of intermediate stops: \_\_\_\_\_

Destination: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Pickup Location: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Destination: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Other information (luggage, equipment, etc): \_\_\_\_\_

**APPROVAL**

Bus Garage Foreman Approval: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES/CHANGES: \_\_\_\_\_

**DRIVER'S REPORT**

Perm - 802

Bus Driver: \_\_\_\_\_ SAP#: \_\_\_\_\_  Spare - 800

**Cost Center: 65 \_\_\_\_\_ 731, Functional Area: 5100000000 FUND: 1000 ELEMENT: 631400**

Expenses: (specify) \_\_\_\_\_ Amount: \_\_\_\_\_

Start kms: \_\_\_\_\_ Finish kms: \_\_\_\_\_ Total km: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Total time: \_\_\_\_\_

Driver's signature: \_\_\_\_\_ Approved: \_\_\_\_\_  
 (Bus Garage Foreman)

**TRANSPORTATION DEPARTMENT**

Driver's wages: \_\_\_\_\_ Km Charges: \_\_\_\_\_ Driver's expenses: \_\_\_\_\_

Other (specify): \_\_\_\_\_ Total: \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_

## **IMPORTANT NOTES & CLARIFICATIONS:**

**SCHOOL MUST INDICATE TRIP TYPE: Drop off ( ) Pick up ( ) Shuttle ( ) Round Trip ( )**

- **Drop off** – The bus will drop off the students and the bus will leave.
- **Pick up** – Students will be picked up at the location noted on the form, on the date, and at the time indicated.
- **Shuttle** – Multiple trips of the one bus to and/or from a specified location rather than multiple buses.
- **Round Trip** – The bus is to stay with the students to provide support for the possibility of an earlier than expected return due to inclement weather or other unforeseen factors.

### **DATE OF RETURN**

- This should be the same date as the original trip. If it is on a different date, I would ask those schools to please complete a separate form for the return trip.

### **ACCOUNT TO BE CHARGED**

- Please enter the account NUMBER that the trip is to be charged to.