

This form **must** be signed by school principal or athletic director and submitted to the Superintendent for approval two weeks prior to the date of trip. **Out-of-state trips require Superintendent and Board of Education approval.**

**Attention Athletic Directors:**  
 Verification that another athletic team from our school system is not going to the same county destination on this date.

**SCHOOL BUS TRANSPORTATION REQUEST**

Organization Making Request \_\_\_\_\_  
 Date of Trip \_\_\_\_\_ Destination \_\_\_\_\_  
 Purpose \_\_\_\_\_ Next Gen. Standard (or N/A) \_\_\_\_\_  
 Number of Students to be transported \_\_\_\_\_  
 Location where students will board bus \_\_\_\_\_  
 Time of Departure \_\_\_\_\_ Expected time of return \_\_\_\_\_  
 Name of Employee Chaperone responsible for students \_\_\_\_\_

Request Approved

Request Denied

\_\_\_\_\_  
 Principal's Signature Date

Board Approval Supt. Signature \_\_\_\_\_ Date of Board Meeting \_\_\_\_\_

**TO BE COMPLETED BY BUS OPERATOR**

Bus Operator's Name \_\_\_\_\_ Bus Number \_\_\_\_\_  
 Mileage:  
 Ending Odometer: \_\_\_\_\_  
 Beginning Odometer: \_\_\_\_\_  
 Total Trip Mileage \_\_\_\_\_ Gallons of Fuel Used \_\_\_\_\_

Date	Day of the Week	Beginning Time (Hour/Minute)	Ending Time (Hour/Minute)	Hours Worked (Round to nearest ¼ hour)

By my signature, I affirm that the above time report and trip data represent a true, accurate, and complete record of this trip.

\_\_\_\_\_  
 Bus Operator's Signature Date

I certify, to the best of my knowledge, that this is a true and accurate representation of all hours worked and trip data by this employee and designated trip.

\_\_\_\_\_  
 Supervisor's Signature Date

**TO BE COMPLETED BY SUPERVISORY ADULT/TRIP SPONSOR:**

(State exact hour and minute – do not round minutes)

Time of Departure (from home pickup location): Hour \_\_\_\_\_ Minute \_\_\_\_\_ a.m./p.m.

Time of Return (to home drop off destination): Hour \_\_\_\_\_ Minute \_\_\_\_\_ a.m./p.m.

Supervisory Adult/Trip Sponsor Signature \_\_\_\_\_

Copy: Bus Garage