

REQUEST TO USE SCHOOL BUS FOR FIELD TRIP

SECTION #1

SCHOOL _____ DATE _____

DATE OF USE _____ DESTINATION _____

PURPOSE OF TRIP _____

TRIP'S SUPERVISOR _____

BUS DRIVER _____ BUS # _____

PRINCIPAL'S SIGNATURE _____

SECTION #2

BEGINNING MILEAGE _____

ENDING MILEAGE _____

TOTAL MILES _____

IT IS THE SCHOOL'S RESPONSIBILITY TO INSURE ADEQUATE FUEL FOR THE BUS TO COMPLETE ITS REGULAR ROUTE AFTER A FIELD TRIP.

INSTRUCTIONS:

SUBMIT DUPLICATE COPY OF THIS FORM FOR EACH BUS TO THE GARAGE WITH SECTION #1 COMPLETE PRIOR TO THE FIELD TRIP.

COMPLETE SECTION #2 ON THE ORIGINAL COPY AND SEND TO THE GARAGE WITH REIMBURSEMENT FORM.