



NOTE: Requisitions must be completed and faxed to the Bus Garage Foreman seven (7) 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: _____

Account to be charged: **CC:** _____ **FA:** _____

Fund: _____ **Element:** _____

Requested by: _____

(Name and Signature of Teacher) (date)

Approved by: _____

(Signature of Principal) (date)

Trip List of Students/Chaperones (1) must be given to driver at point of departure and (2) 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

Bus Driver: _____ SAP#: _____ Perm - 802
 Spare - 800

Expenses: (specify) _____ Amount: _____

Start kms: _____ Finish kms: _____ Total kms: _____

Start Time: _____ Finish Time: _____ Total time: _____

Driver's signature: _____ Approved: _____
(Bus Garage Foreman)

AVRCE Office Use: Driver's wages: _____ Km Charges: _____ Driver's expenses: _____

Other (specify): _____ Total: _____ Date: _____ Initials: _____



Important Notes & Clarifications:

School must indicate trip type

- **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, schools must 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.