**THE SCHOOL DISTRICT OF JOPLIN R-VIII Transportation Requisition**

**INSTRUCTIONS:** Submit this form to the Athletic Director or Assistant Superintendent at **least ten days prior to scheduled trip date.**

|  |  |
| --- | --- |
| School | Date of trip |
| Destination | Number of passengers |
| Arrive at destination | Arrive back at school**(by 2:15p.m. during school day)** |
| Class | Sponsor |
| Trip Purpose |
| Special Instructions |

**THIS SECTION TO BE COMPLETED BY BUS DRIVER AND TRIP SPONSOR**

|  |  |
| --- | --- |
| Depart School | Depart Destination |
| Driver Assignment | Bus No. |
| Depart Bus Lot( ) | Return to Bus Lot( ) |
| Time of release I Sponsor I Driver |

|  |  |
| --- | --- |
| **SPONSOR ESTIMATE (OPTIONAL)** | **ACTUAL** |
| Start time | Start time |
| Stop time | Stop time |
| Lunch | Lunch |
| Clean time | Clean time |
| **TOTAL HOURS** | **TOTAL HOURS** |

**OVERTIME/FUEL CHARGES**

|  |  |  |
| --- | --- | --- |
| Driver hours(2 hr minimum) | @ | = |
| Fuel/mileage | @ | = |
| **Trip total** |  |  |  |

**ACCOUNT CODE FOR TRIP COST: \_**

**AUTHORIZED BY**

|  |  |
| --- | --- |
| Principal/Athletic Director | Date |
| Assistant Supt. | Date |
| Transportation Dir. | Date |

FORM 52 Nov. 2005