

SUMMER TRANSPORTATION REQUEST

PRE TRIP INSPECTION LOG				
Initial log after each inspection				
Mark: $\sqrt{}$ =OK; 0=Need Attention				
Date	D	R		
Mirrors-inside & out	D			
	R			
Emergency Equipment	D			
	R			
Windshield/Windows	D			
	R			
Brakes — Foot/Hand/ Pedal	D			
	R			
Guages/Buzzers/Horns	D			
	R			
Steering/Seatbelts	D			
	R			
Heater/Defroster	D			
	R			
Interior Lights — Step Dome	D			
	R			
Seats/Floor	D			
	R			
Emergency Exits — Windows/Door/Roof	D			
	R			
Back-Up Alarm	D			
	R			
Engine Operation — Gas/Oil	D			
	R			
Anti-Freeze/Belts	D			
	R			
Tires/Wheels	D			
	R			
Exhaust System	D			
	R			
Springs/Hangers/ Body Clamps	D			
	R			
Headlights/Marker Lights	D			
	R			
Stoplights/Tail Lights/ Backup Lights	D			
	R			
Signals — Turn/4-Way	D			
	R			
Flashers — Yellow/ Red/Stop Arm	D			
	R			

Activity/Event _____

Destination _____

Date(s) Needed _____

Total Number of Persons to be Transported _____

Requested By _____

District Staff Member(s) Attending _____

Type of vehicle being requested _____

Additional Transportation Providers Required (Yes or No) _____

Loading Time _____ Loading Point _____

Departure Time _____ Return Time _____

USD 303 Students Attending Activity (or attach a list):

Supt Action: Approved or Denied

Amount to be Reimbursed for Fuel _____

Amount to be Reimbursed for Driver Expenses _____

Proof of Liability Insurance Required **YES or NO**

Bus Assigned _____ Vehicle _____

Driver _____

**DRIVERS and ALL passengers in regular school vehicles
MUST wear seatbelts at all times!**

Drivers in school busses MUST wear seatbelts at all times!

Ending Mileage _____

Beginning Mileage _____

Total Mileage _____

	Date	Gallons	Total Price
Fueled:			

DRIVER'S SIGNATURE _____

PLEASE FILL VEHICLE WITH GAS & WASH WINDOWS UPON RETURNING HOME.

DRIVER'S TIME SHEET - IF APPLICABLE

(to include Pre-Trip and Post Trip Inspections)

Time Clocked In _____ Time Clocked Out _____

Time Clocked In _____ Time Clocked Out _____

Time Clocked In _____ Time Clocked Out _____

Total Time _____