

# USD 303 TRANSPORTATION REQUEST

**PRE TRIP INSPECTION LOG**  
**Initial log after each inspection**

Mark: ✓=OK; 0=Need Attention

Date				
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 \_\_\_\_\_

Number of Persons \_\_\_\_\_

Loading Time \_\_\_\_\_ Loading Point \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Requested By \_\_\_\_\_

Adm Action \_\_\_\_\_ Supt Action \_\_\_\_\_

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**

Time Clocked In \_\_\_\_\_ Time Clocked Out \_\_\_\_\_

Time Clocked In \_\_\_\_\_ Time Clocked Out \_\_\_\_\_  
 (to include Pre-Trip and Post Trip Inspections)

Total Time \_\_\_\_\_

Students Attending Activity (attach a list for more than 6 students):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_