

## Commerce ISD Transportation Request

Campus \_\_\_\_\_ Group or Class \_\_\_\_\_

Destination \_\_\_\_\_

Date Needed \_\_\_\_\_ Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Number of Passengers \_\_\_\_\_ Driver(s) Needed \_\_\_\_\_ YES \_\_\_\_\_ NO

Sponsor's Title \_\_\_\_\_ Sponsor's Signature \_\_\_\_\_

Account Number \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ (explanation below)

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Estimated Cost of Trip**

Estimated Total Bus Miles \_\_\_\_\_ x \$1.50/ Suburban \$.25 per mile = \_\_\_\_\_ Estimated Cost of Mileage

Estimated Driver Time \_\_\_\_\_ x \$17.00/hr = \_\_\_\_\_ Estimated Cost of Driver

Estimated Total Cost = \_\_\_\_\_

Driver(s) Name(s) \_\_\_\_\_ Bus # \_\_\_\_\_

Odometer (ending) \_\_\_\_\_ minus (beginning) \_\_\_\_\_ = total miles \_\_\_\_\_

Odometer (ending) \_\_\_\_\_ minus (beginning) \_\_\_\_\_ = total miles \_\_\_\_\_

Driver Time (ending) \_\_\_\_\_ minus (start) \_\_\_\_\_ = total hours \_\_\_\_\_

### **Charges:**

Total Miles per Bus \_\_\_\_\_ x \$1.50 per mile/Suburban \_\_\_\_\_ \$.25 = \_\_\_\_\_ Cost of Mileage

Total Hours \_\_\_\_\_ x \$17.00/hr = \_\_\_\_\_ Cost of Driver

Total Cost \_\_\_\_\_

\*Request must be received by the Transportation Department seven days prior to event. Drivers' hours are counted when the driver leaves the bus barn until they return. All trips are subject to driver and bus availability. Regular bus routestake first priority. No trips should be scheduled during last week of school.