



"LONGHORN PRIDE"

Agua Dulce Independent School District Vehicle Transportation Form

NOTE: This request must be submitted at least 3 day prior to the trip. It will be approved and the original will be returned to your campus secretary. When trip concludes the sponsor and the bus driver will be responsible for completing information on the bottom of this form and returning it to Alma Lopez within 48 hours of the trip.

Date: _____ Date(s) Vehicle Needed: _____ Destination of Trip _____

Purpose of Trip:	<i>Athletics</i> – Girls or Boys	Varsity	JV	JH	Sport _____
	<i>Co-Curricular</i> - Elementary	High School	Organization:	_____	

Estimated Miles of travel _____ Driver who is scheduled _____

Approximate number of students making this trip _____ Time leaving _____ Returning time _____

Name(s) of out-of-school sponsors _____

Is this activity on school calendar? Yes () No () Is this a school sponsored activity? Yes () No ()

Type of district vehicle Requesting: Bus # _____ Car _____ Van _____ Activity Vehicle _____ Other _____

Sponsor Signature Date Principal Signature Date

Superintendent Signature Date Trip Approved: Yes () No ()
Received by Alma Lopez Date

TRANSPORTATION REVIEW, INSPECTION & MILEAGE REPORT FORM

Bus Number or vehicle used on trip: _____

Beginning Mileage: _____ Ending Mileage: _____ Total Mileage _____

Go through this checklist before & after each trip. Please ensure that the vehicle is clean & ready for the next group to utilize.

	<u>Circle One</u>			<u>Pre-Trip</u>	<u>Post-Trip</u>
				<u>Inspection</u>	<u>Inspection</u>
1. Cleanliness of Bus	Good	Fair	Poor	Service Brakes	good or bad
2. Condition of Seat Covers	Good	Fair	Poor	Parking Brake	good or bad
3. Condition of Windows	Good	Fair	Poor	Steering	good or bad
4. Windows Open	Good	Fair	Poor	Lighting devices	good or bad
Complete the following section for all vehicles parked outside:				Tires Pressure	good or bad
1. Windows closed	YES	or	NO	Horn	good or bad
2. Emergency doors locked	YES	or	NO	Wipers	good or bad
3. All doors locked	YES	or	NO	Fire Extinguisher	good or bad
4. Keys are removed & returned to office	YES	or	NO	Rear Mirrors	good or bad
				Wheels	good or bad
				First Aid Kit	good or bad

Driver's Signature: _____ Date _____ Sponsor's Signature: _____ Date _____