

**Santa Maria Independent School District  
Field Trip Bus Record - Authorization**

<b>Requestor:</b>	<b>Inventory:</b>
<b>Assigned Driver:</b>	<b>Vehicle Assigned:</b>
<b>Event:</b>	<b>Trip #:</b>
<b>Destination:</b>	<b>Activity:</b>
<b>Depart Date:</b>	<b>Depart Time:</b>
<b>Return Date:</b>	<b>Return Time:</b>
<b>Breakfast Time:</b>	<b>Lunch Time:</b>
<b>Dinner Time:</b>	<b>Other:</b>
<b>Account Code (Required):</b>	
<b>Starting Mileage:</b>	<b>Ending Mileage:</b>
<b>Total Miles:</b>	
<b>Assigned Driver Only - Amounts Needed (if applicable)</b>	
<b>Overnight Stay/Lodging:</b>	<b>Meals:</b>
<b>Signatures</b>	
<b>Driver:</b>	<b>Sponsor/Coach:</b>
<b>Operations Director:</b>	<b>Date:</b>

- **Field Trip Bus Record - One (1) authorization form per assigned vehicle is required**
- **The department supervisor will assign the school district vehicles as available**
- **Submission of Field Trip Bus Record - Authorization**
  - **1. Forward the document to the Operations Director**
  - **2. Operations Director: Forward to Department Secretary**
  - **3. Department Secretary: Attach to the timesheet of the assigned driver**