Updated 05-29-2018

SANTO INDEPENDENT SCHOOL DISTRICT
BUS TRANSPORTATION REQUEST AND REPORT
(EXTRACURRICULAR ACTIVITIES)

The Sponsor:

1. **Submit a request for a bus two weeks in advance of date needed.**
2. Fill in all blanks in the top section of the request and sign.
3. Submit request to campus principal for approval and initials.
4. Submit to Christy in the Superintendent's office for scheduling.
5. Form will be returned to driver(s) prior to trip and info posted on Transportation Calendar at http://www.santoisd.net/Page/933
6. **Each driver** must return the form to the Supt. office or place in bus mailbox.

Departure Time:_____

Estimated Return: _____

To be completed by trip sponsor

Group/Class Using Bus _____Date _____

Sponsor _____ Purpose _____

Driver _____ Destination _____

Number of Passengers: Students _____ Sponsors _____

_____ _____ _____

Sponsor Signature Principal's Initials Driver Signature, if different from sponsor

Trip drivers MUST fill this section out. No exceptions.
It is your responsibility, not the Transportation Department's.

Odometer Reading on Returning to School _____

Odometer Reading on Leaving School _____

Total Miles Traveled _____

Down Time (Route drivers only) _____

Please use the calculator on your phone to **calculate total miles traveled!**

Bus # _____

_____
Signature, Superintendent

Account # _____

For Office Use Only		
# Buses?_____	**Trailer Driver?_____**	
Driver Names		Date Contacted
Bus Driver 1		
Bus Driver 2		
Bus Driver 3		
Activity Bus Driver		
Truck/Trailer Driver		