

Updated 10-14-2024

SANTO INDEPENDENT SCHOOL DISTRICT
BUS TRANSPORTATION REPORT
(Not Scheduled Through Supt. Office)

The Coach/Sponsor:

Athletics/FFA

- 1. Fill in all blanks in the top section of the request and sign.
- 2. Write the bus number on the bottom of the form.
- 3. Fill in "Odometer Reading on Leaving School" when you start the bus.
- 4. Fill in "Odometer Reading on Return to School" when you park the bus at the end of your trip. Use the calculator on your
- 5. phone to calculate Total Miles Traveled; write on the form.
- 6. Each driver must return the place in mailbox located on the side of the Transportation building withing 2 days of the event .
- 7. The miles must be recorded for funding purposes!

Group Using Bus _____ Date _____

Driver _____ Destination _____

Driver Signature

All 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 _____

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

Bus # _____