



"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 the Transportation Office. 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 Garza within 48 hours of the trip.

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

Purpose of Trip:	Athletics - Girls or Boys	Varsity	JV	JH	Sport _____
	Co-Curricular - 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	_____ Received by Alma Garza	_____ Date

Trip Approved: YES () NO ()

TRANSPORTATION REVIEW, INSPECTION & MILEAGE REPORT FORM

Bus Number or vehicle used on trip: _____

Beginning Mileage _____ Ending Mileage: _____ Total Mileage _____

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

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

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

Created: 06/2025