

INSTRUCTIONS:

1. Requests must be submitted via email to keusebio@vesd.net, ehood@vesd.net AND mrco@vesd.net using this form prior to each trip.
2. A separate request form must be submitted for each trip.
3. Fill in all grey fields below.
4. 72 passenger buses will be sent on all trips.
5. All trips are subject to a one hour clean-up, fuel, and per-trip charge.
6. Any request NOT accompanied by a VESD purchase order MUST be prepaid.
7. Transportation is NOT confirmed until the principal receives an email confirmation from First Student.

NOTE: By law, buses can't exceed 55 MPH.

THIS SECTION TO BE COMPLETED AND APPROVED BY THE PRINCIPAL

Date of Trip:	School:	Destination:	
Departure time from school:	Return time to school:	Destination Address:	
Full name(s) of teacher in charge (Must ride bus):			
Number of adults	Number of students	# of buses	Lunch Storage? (Y or N)
Comments: (PO number, destination phone number, directions, and any special instructions must be included)			
Approved By:		Date Approved:	



EXTENDED
OR SPECIAL
TRIP REPORT

TRIP #	# OF BUSES	BUS #	DATE

DRIVER NAME _____ I.D. # _____
 PICK UP SITE _____
 DESTINATION _____
 SIGN ON TIME _____ RETURN TIME _____

- ONE WAY
 ROUND TRIP

PROGRAM _____

OF PASSENGERS _____

	TIME	ODOMETER
START		
ARRIVE P/U		
LEAVE P/U		
ARRIVE DEST.		
LEAVE DEST.		
RETURN P/U		
ARRIVE YARD		
END		
TOTAL TIME		

REMARKS

WAS THE BUS LEFT CLEAN? _____ YES / NO

TEACHER'S SIGNATURE _____

DRIVER'S SIGNATURE _____