
ADMINISTRATIVE REGULATIONS
SECTION: Auxiliary Services
SUBJECT: Transportation – T & I Leave Request

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The Transportation and Instructional Leave Request form ***must be neatly typed*** and have the following:

- ◆ the date of request
- ◆ the correct departure and return dates, time and place
- ◆ the quantity and type of vehicles needed
- ◆ the name and address of destination (place of event also)
- ◆ the number of students (if applicable)
- ◆ any equipment needed for the trip
- ◆ the purpose of the trip
- ◆ the estimated cost of the trip
- ◆ the account to which the trip is to be charged
- ◆ the approval/disapproval of all Administrators

After approval, the vehicle keys and credit cards must be picked up in the Transportation Department prior to the trip and must be signed. The trip packet must be picked no later than 4:00 p.m. Along with keys and/or credit cards, a Trip Sheet (AUX-20F) must accompany each driver. The Trip Sheet must have the date of departure and return, the number of the vehicle, and the beginning and ending mileage. A payroll increment form must be complete and signed in order to receive payment for driving a bus.

The Transportation/Instructional Leave Request form will be returned if:

- ◆ it is not properly completed
- ◆ the total estimated cost of trip is not computed
- ◆ the budgetary account is overdrawn or will over draw the account if the trip is taken
- ◆ it is not typed

- ◆ it is not properly authorized

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All District vehicles should be picked up at the Bus Garage. No District vehicle is to be left at home.

Immediately after a trip:

- ◆ return vehicle(s) to appropriate Transportation Department garage
- ◆ roll up all windows
- ◆ remove keys
- ◆ lock all doors
- ◆ return keys, credit cards, gas ticket charges, and completed Trip Sheet personally or place in the key deposit box at the bus garage upon completion of trip.

Under no circumstances should a driver or sponsor **ever** leave keys, credit cards, gas tickets and trip sheet in the car **or** return them through the school mail.