ENTERPRISE CITY SCHOOLS

--OFFICE USE ONLY—

Transportation Request

Date Received:_____

****ALL REQUESTS MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO TRIP****

Date Submitted: _____

To request the use of school buses owned by the Enterprise Board of Education, please see below: Unless prior approval is obtained, all buses must return to Enterprise by 2:30 pm if requesting transportation during a normal school day.
Each school will be billed at the rate of $1.80 per mile for a regular bus or mini bus plus the driver(s) fee and any substitute driver(s), if required. All billing will be sent monthly during the normal billing cycle.

NUMBER OF BUSES REQUESTED (circle one): ONE TWO THREE FOUR MINI

DATE REQUIRED: _____ DATE for Lead Driver to Contact POC: _____

ACTIVITY / DESTINATION: _____

DEPARTURE TIME:_____ RETURN TIME & DATE:_____

POINT OF CONTACT: _____ PHONE NUMBER:_____

OVER NIGHT TRIP: YES/NO Room Provided for Driver: YES/NO Meals Provided for Driver: YES/NO

SPECIAL INSTRUCTIONS: (PICK-UP, DROP-OFF LOCATIONS, ETC…)

*****BUS DRIVER MUST KNOW LOCATION OF AND DIRECTIONS TO DESTINATION*****

SIGNATURE OF PRINCIPAL: _____

ENTERPRISE CAREER TECH	HARRAND CREEK	RUCKER BLVD.	OTHER_____
BOARD OF EDUCATION	HILLCREST	COPPINVILLE	
SPECIAL PROJECTS	HOLLY HILL	DAUPHIN	
BROOKWOOD	PINEDALE	ENTERPRISE HIGH SCHOOL	

PRE-TRIP FORM ON REVERSE SIDE

Cell #	Assigned Driver(s) / Subs
_____	1._____/_____
_____	2._____/_____
_____	3._____/_____
_____	4._____/_____
_____	5._____/_____
_____	6._____/_____
_____	7._____/_____
_____	8._____/_____
_____	9._____/_____

FOR TRANSPORTATION DEPT. USE ONLY

BUS NO:_____
Beginning Mileage: _____
Ending Mileage: _____
Trip Miles: _____ @ $1.80 per mile
=$_____total miles cost
Driver Cost: _____
Driver Benefit Cost: _____
Sub Driver Cost: _____
Sub Driver Benefit Cost: _____
Total Trip Cost: _____