

USD #224 TRANSPORTATION REQUEST

PART I

All requests for transportation **should be submitted to the building principal at least 2 weeks in advance.**

All transportation requests for pre-scheduled events need to be turned in at the beginning of the school year.

Late requests will be honored only if transportation and or drivers are available.

Request Submitted By _____	School _____	Name of Scheduled Event and Grade Level _____	Date(s) Needed _____
Pick Up Location _____	Destination / City, State _____	Departure Time From Primary Building _____	
Starting and Ending Times of Event _____	Number of Students / Sponsors _____	Return Arrival Time (unloading bus/end of trip) _____	

USD 224 employees and students are only authorized for transportation.

Any non employee or student needs to be pre-approved to ride on district buses or in vehicles.

Type of Transportation Desired: Bus Suburban Mini van or Car Other _____

Notes/Special Needs: _____

If a substitute is needed for your classroom during this trip, it is your responsibility to enter the sub request into Aesop.

Has your absence been approved by your building principal? Yes No

Field trips: Prior to the trip will you have a parent permission slip on file for each student attending this field trip? Yes No

List the lesson objectives or purpose for this trip: _____

PART II Supervisor / Principal Approval

To be completed by submitters supervisor

Request Approved: Request Not Approved:

Principal / Supervisor _____

Date _____

PART III District Approval

To be completed by District Office

Request Approved: Request Not Approved:

Superintendent _____

Date _____

****Approved transportation requests can be changed or canceled due to various reasons at any time.**

PART IV Driver Responsibilities / Trip Information

To be completed by assigned driver or person in charge of vehicle

NOTE: Before transporting students, you must perform the mandatory pre-trip vehicle inspection before departure and before return. Document & Sign.

Vehicle # _____

If gas receipt does not print, record gallons and total \$ amount below.

Odometer reading (Return) _____

Odometer reading (Departure) _____

Total miles of trip _____

Gallons of gas _____

Total gas amount \$ _____

Gas card # _____

Beginning Time _____

Return Time _____

Total Number of Hours to be Paid _____

Meal \$ _____

Other \$ _____

Vehicle damages, maintenance issues, student issues, or other comments: _____

Driver Signature: **X** _____ Date _____

Driver- Sign above. By signing above you are agreeing that you did the mandatory pre-trip inspection before departure and before return.

GUIDELINES FOR USING DISTRICT VEHICLES.

PLEASE READ AND INITIAL

- ◆ Only district employees are allowed to drive district vehicles.
- ◆ **When transporting students by bus, do a mandatory pre-trip vehicle inspection before departure and before return from destination. Document the inspection was done and sign in Part IV.**
- ◆ Do not take vehicles home overnight. Pick up and return vehicle at scheduled time.
- ◆ Clean up any trash left inside the vehicle.
- ◆ Refuel before returning vehicle. A Fuel card will be provided for trips. **Unload all passengers from vehicle and turn off vehicle motor before refueling.** Please clean the windshield while refueling.
- ◆ Print all gas receipts and place in key packet with keys, gas card, and this form.
- ◆ Roll up vehicle windows and lock the doors.
- ◆ Return the key packet to the transportation director.

To be completed by

Transportation Department

Bus Assigned: _____

Assigned Driver: _____

Notes: _____