



# KELSO SCHOOL DISTRICT - TRANSPORTATION DEPARTMENT

## 2022-23 VAN REQUEST FORM



Anyone transporting students must have a current Type II license endorsement.

Vans are located at the Transportation Department.

Requests should be submitted at least **10 BUSINESS DAYS** in advance of trip date.

**\*The driver is responsible for cleaning and fueling the van - additional charges may apply.**

Current Date  # of Vans Requested  # of Passengers Including Driver

**Seating Guidelines: Please call Dispatch at 501-1352 to determine number of vans required for safety.**

Van Pickup Date  Van Return Date  Type of Trip

Pickup Time  Return Time

School  Activity / Sport / Group

Destination

Have you notified the school health care specialist? (Yes/No)

Special Accommodations

Do you require a Transportation Employee Driver?  If **YES**, the driver(s) will be scheduled by Dispatch.  
If **NO**, please list the van driver(s):

Van Driver 1  After Hours Contact #

Van Driver 2  After Hours Contact #

Requested By  Account Code

### THIS SPACE COMPLETED BY THE TRANSPORTATION OFFICE

Total Miles  Rate per Mile \$  MILEAGE COST \$

Driver(s)  Van(s)

### TRANSPORTATION EMPLOYEE DRIVER - Billed on Monthly Activity Trip Report

REGULAR	OVERTIME		DRIVER TIME
Driver Time <input type="text"/>	OT <input type="text"/>	TOTAL TIME	<input type="text"/>
Driver Cost <input type="text"/>	OT <input type="text"/>	DRIVER COST \$	<input type="text"/>
		TOTAL TRIP COST \$	<input type="text"/>

Req #(s)  Meals \$  Student d/o & p/u

REVISED 08/25/22

FUEL - GAL=  x \$  =   
FUEL - GAL=  x \$  =   
FUEL - GAL=  x \$  =

HOURS - REG=  / OT=   
HOURS - REG=  / OT=   
HOURS - REG=  / OT=