**Santo ISD Transportation Request/Report**

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| Departure Time:\_\_\_\_\_\_\_\_\_\_\_\_ |
| Estimated Return:\_\_\_\_\_\_\_\_\_\_\_ |

1. Submit a request for a field trip bus two weeks in advance of date needed and fill in all applicable sections above the double line. Sign.
2. In the box marked Staff at the bottom of page, mark all boxes that apply.
Submit to campus principal for approval.

**Date Submitted to Principal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Group/Class Using Vehicle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of trip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purpose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Destination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Passengers: Students \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sponsors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Signature Principal’s Initials Driver Signature, if different from sponsor



Odometer Reading on Returning to School (X) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Odometer Reading on Leaving School (Y) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Miles Traveled (Z) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Down Time (route drivers only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bus # \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature, Superintendent

Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Staff: Please mark the vehicle type(s) you are requesting below:** |
| ⬜ | Bus |
| ⬜ | Truck/Trailer |
| ⬜ | Activity Bus |
| ⬜ | Suburban |
| ⬜ | Van |
| ⬜ | Car |
| ⬜ | Truck |

|  |  |
| --- | --- |
| **For Admin Use Only** |  |
| **# Buses?\_\_\_\_\_** | **Trailer Driver?\_\_\_\_\_\_**  |
| *Driver Names* |  | Asked & Date |
| Bus Driver 1 |  |  |
| Bus Driver 2 |  |  |
| Bus Driver 3 |  |  |
| Truck/Trailer Driver |  |  |

Comments/Notes: