

Santo ISD Transportation Request/Report

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.

Departure Time: _____
Estimated Return: _____

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 _____

Odometer Reading on Leaving School _____

Total Miles Traveled _____

Down Time (route drivers only) _____

Bus # _____

 Signature, Superintendent

Account # _____

Staff: Please mark the vehicle type(s) you are requesting below:

<input type="checkbox"/>	Bus
<input type="checkbox"/>	Truck/Trailer
<input type="checkbox"/>	Activity Bus
<input type="checkbox"/>	Suburban
<input type="checkbox"/>	Van
<input type="checkbox"/>	Car
<input type="checkbox"/>	Truck

For Admin Use Only		
# Buses? _____	Trailer Driver? _____	
<i>Driver Names</i>		Asked & Date
Bus Driver 1		
Bus Driver 2		
Bus Driver 3		
Truck/Trailer Driver		

Comments/Notes: