

# TURTLE MOUNTAIN SCHOOL DIVISION

6 - G

## REQUISITION FOR SCHOOL BUS

Date: \_\_\_\_\_

Name of School: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Grades: \_\_\_\_\_

Date and Time of Departure \_\_\_\_\_ Return: \_\_\_\_\_

Destination: \_\_\_\_\_ Purpose: \_\_\_\_\_

Driver Requested (Yes or No) If No, Who will Drive: \_\_\_\_\_  
(Circle)

Names of Supervising Teachers: \_\_\_\_\_  
\_\_\_\_\_

Charge to Budget Account: \_\_\_\_\_

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Transportation Supervisor: \_\_\_\_\_

### TO BE COMPLETED BY DRIVER

Date of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time or Return: \_\_\_\_\_ A.M. or P.M. (Circle)

Odometer Ending \_\_\_\_\_ Cost of Meals: \_\_\_\_\_

Odometer Start: \_\_\_\_\_

Distance: \_\_\_\_\_ K.M.

Driver: \_\_\_\_\_

Supervisor: \_\_\_\_\_

### RETURN TO THE DIVISION OFFICE

Number of Hours \_\_\_\_\_ @ \_\_\_\_\_

Number of Meals \_\_\_\_\_ @ \_\_\_\_\_

Number of Hours Overtime \_\_\_\_\_ @ \_\_\_\_\_

Mileage to Driver \_\_\_\_\_ @ \_\_\_\_\_

Pay Period \_\_\_\_\_

Total Bus Driver Salary \_\_\_\_\_

Charged to: \_\_\_\_\_ Total Benefits \_\_\_\_\_

Calculated by: \_\_\_\_\_ Mileage Charge \_\_\_\_\_

TOTAL CHARGE \_\_\_\_\_