

INSTRUCTIONS:

1. Requests must be submitted via email to ehood@vesd.net AND mrco@vesd.net using this form prior to each trip.
2. A separate request form must be submitted for each trip.
3. Fill in all grey fields below. NOTE: By law, buses can't exceed 55 MPH
4. 72 passenger buses will be sent on all trips.
5. All trips are subject to a one hour clean-up, fuel, and per-trip charge.
6. Any request NOT accompanied by a VESD purchase order MUST be prepaid.
7. Transportation is NOT confirmed until the principal receives an email confirmation from First Student.

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THIS SECTION TO BE COMPLETED AND APPROVED BY THE PRINCIPAL

Date of Trip:	School:	Destination:	
Departure time from school:		Return time to school:	Destination Address:
Full name(s) of teacher in charge (Must ride bus):			
Number of adults	Number of students	# of buses	Lunch Storage? (Y or N)
Comments: (PO number, destination phone number, directions, and any special instructions must be included)			
Approved By:		Date Approved:	



EXTENDED
OR SPECIAL
TRIP REPORT

TRIP #	# OF BUSES	BUS #	DATE
M	Tu	W	Th F Sa Su

DRIVER NAME _____ I.D. # _____
 PICK UP SITE _____
 DESTINATION _____
 SIGN ON TIME _____ RETURN TIME _____

☐ **ONE WAY**

☐ **ROUND TRIP**

PROGRAM

OF PASSENGERS

	TIME	ODOMETER
START		
ARRIVE P/U		
LEAVE P/U		
ARRIVE DEST.		
LEAVE DEST.		
RETURN P/U		
ARRIVE YARD		
END		
TOTAL TIME		

REMARKS

WAS THE BUS LEFT CLEAN?

YES / NO

TEACHER'S SIGNATURE

DRIVER'S SIGNATURE