

**PENDLETON COUNTY SCHOOLS
TRIP REQUEST/ROSTER**

Two Week Notice Required for Guarantee Trip Request

Driver (please print) _____ Bus # _____

A Trip Request/Roster must be prepared for each bus. One copy to be on file in the PRINCIPAL'S OFFICE and one copy to the CHAPERONE TO CHECK ROLL and GIVEN TO BUS DRIVER PRIOR TO DEPARTURE. All fields must be completed before approval will be made.

1. To be completed by Teacher/School and forwarded to the Board office:

Date of Trip _____ Sponsor _____

Name of School/Group Organization _____

Type of Trip: Curricular _____ Extracurricular _____ Other (specify) _____

Destination/Purpose of Trip: _____

Departure Time _____ AM - PM Return time _____ AM - PM

Free Trip: ___ Yes ___ No If no, Funding Source _____

School Packed Lunches Needed? ___ Yes ___ No How Many ___ Kitchen Notified ___ Yes

Principal: _____

Total Number Passengers: _____ Number of buses requested: _____

Date submitted to Board of Education _____

Transportation Director Approval _____ Date _____

2. To be completed by driver and returned to supervisor.

Absent from Reg. Run: Please circle Yes or No & Full or Half-Day

Total Round Trip Mileage _____

Gallons of Fuel used on trip _____

I certify that the Pre/Post Trip Inspection completed on this bus: _____

Pre/Post Trip Time: _____ Total Hours (including pre/post trip: _____

Driver's Signature: _____

Supervisor's Signature: _____ Trip # _____

3. To be completed by Teacher prior to trip and after Transportation Director Approval.

PLEASE COMPLETE SEAT ASSIGNMENT FOR EACH PASSENGER

Seat	Name of Passengers	Seat	Name of Passengers
1	1. _____ 2. _____ 3. _____	2	1. _____ 2. _____ 3. _____
3	1. _____ 2. _____ 3. _____	4	1. _____ 2. _____ 3. _____
5	1. _____ 2. _____ 3. _____	6	1. _____ 2. _____ 3. _____
7	1. _____ 2. _____ 3. _____	8	1. _____ 2. _____ 3. _____
9	1. _____ 2. _____ 3. _____	10	1. _____ 2. _____ 3. _____
11	1. _____ 2. _____ 3. _____	12	1. _____ 2. _____ 3. _____
13	1. _____ 2. _____ 3. _____	14	1. _____ 2. _____ 3. _____
15	1. _____ 2. _____ 3. _____	16	1. _____ 2. _____ 3. _____
17	1. _____ 2. _____ 3. _____	18	1. _____ 2. _____ 3. _____
19	1. _____ 2. _____ 3. _____	20	1. _____ 2. _____ 3. _____
21	1. _____ 2. _____ 3. _____	22	1. _____ 2. _____ 3. _____
23	1. _____ 2. _____ 3. _____	24	1. _____ 2. _____ 3. _____
25	1. _____ 2. _____ 3. _____	26	1. _____ 2. _____ 3. _____

