



Coleman ISD

Bus & Transportation Trip Sheet

(Do not use this form for personal vehicle mileage reimbursement)

Driver:		
Request Submitted By:		
Accompanying Personnel:		
Organization: (HS UIL, JH basketball, EL field trip, etc)		
Purpose of Trip: (staff dev, game, etc)		
STUDENTS Transported:	Yes	No (Circle Yes or No)
Campus of STUDENTS Transported:		
Depart Time:		
Return Time:		
Date of Travel:		
Destination: (Place/City)		
Bus/Vehicle #:		
Vehicle Make:		
Ending Odometer Reading:		
Beginning Odometer Reading:		
Mileage:		
Did you drive on a toll road?	Yes	No (Circle Yes or No)
Was there any student trouble (explain):		
This line for Office Use only:	Amount Paid to Driver:	

NOTICE: This section must be signed by two school employees.

I certify that I have made a walk-through of the bus and determined no school children remain on the bus following the school activity or trip.

Driver's Signature

Accompanying Personnel Signature

Upon completion of this trip, return completed form to your Campus secretary or Chris Burton, Transportation Director.

This form must be completed for all trips including those within city limits and during school hours. Incomplete forms will be returned and payment to the driver delayed until form is completed. Only drivers for school related trips will be reimbursed according to schedule.

School Bus Pre-Trip Inspection Sheet on reverse side to be completed and signed.

SCHOOL BUS PRE-TRIP INSPECTION

INSPECTION TO BE PERFORMED:	GOOD	BAD
Walk around outside		
Check motor oil level on the Dipstick		
Check coolant level in Radiator		
Check belts for tension and cracking		
Check hoses for leaks or soft spots		
Check battery for proper fluid level		
Check fuel gage for amount of fuel		
Start Engine (let idle for 5 minutes)		
Note sound of engine and exhaust		
Check gages at once after starting engine		
Check driver controls from front seat		
Check heater and defroster		
Check brakes		
Check mirrors		
Check horn		
Check windshield wipers		
Check outside latch of emergency door		
Check head lights and tail lights		
Check stop lights if you have an observer		
Check alternating red flashing lights		
Check turn signals		
Check for clean windshield		
Remove dew from each glass		
Check all glass for cracks and holes		
Check single tires visually for pressure		
Check dual tire pressure by thumping		
Check action of entrance door		
Check for fire extinguisher		

Remarks:

Driver's Signature after inspection: _____