

# TURTLE MOUNTAIN SCHOOL DIVISION

6-GA

## REQUISITION FOR SCHOOL BUS – OUTSIDE GROUPS

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

Name of Group: \_\_\_\_\_

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

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

Driver Requested (Yes): \_\_\_\_\_

Name of Group Coordinator: \_\_\_\_\_

Charge to: (Mailing Address): \_\_\_\_\_

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

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

Administrator: \_\_\_\_\_

### 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 \_\_\_\_\_ @ \_\_\_\_\_

Charged to: \_\_\_\_\_

Calculated by: \_\_\_\_\_

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

Costs of Replacement Driver (if any) \_\_\_\_\_

Total Benefits \_\_\_\_\_

Mileage Charges \_\_\_\_\_

Base Bus Fees \$75.00

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