

MILTON SCHOOL DISTRICT
Request for Transportation Services

SCHOOL REQUESTING TRANSPORTATION SERVICES

- Milton Elementary School
- Nute Middle School
- Nute High School
- Other

STAFF MEMBER MAKING REQUEST

Teacher:
Grade/Team/Group:
Pupils:
No. Chaperones:
Date of Application:

STAFF MEMBER MAKING REQUEST

- Academic Field Trip
 Co-Curr
 Club/Activity Trip
 Sports
 Recreation Trip

TRAVEL AND FINANCIAL INFORMATION

Date of Trip:

Destination(Name):

Address:

Times

Source of Payment

- | | | |
|--------------------------------|---|---|
| Depart School: | <input type="checkbox"/> AM <input type="checkbox"/> PM | <input type="checkbox"/> Appropriation Account # |
| Estimated Destination Arrival: | <input type="checkbox"/> AM <input type="checkbox"/> PM | <input type="checkbox"/> Student Activity Account |
| Depart Destination: | <input type="checkbox"/> AM <input type="checkbox"/> PM | <input type="checkbox"/> Student Contributions |
| Estimated School Arrival: | <input type="checkbox"/> AM <input type="checkbox"/> PM | <input type="checkbox"/> Other |

APPROVALS (please initial and date)

Teacher/Team-Group Leader/Other:	Date:
Principal:	Date:
Assistant Principal:	Date:
Transportation Coordinator:	Date:

TRANSPORTATION TRIP REPORT & PAYROLL CONFIRMATION

Driver's Name:	Employee #:
Date of Trip:	End Odometer miles
Bus <input type="checkbox"/> Van <input type="checkbox"/>	Start Odometer miles
Depart School: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Destination: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Depart Destination: <input type="checkbox"/> AM <input type="checkbox"/> PM	
School Arrival: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Vehicle #:	# Hours: Hrs. Total Trip Miles miles

Comments: _____

I certify the above to be a correct account of time worked. _____

PAYMENT WILL NOT BE MADE UNTIL ALL REQUIRED INFORMATION AND SIGNATURES ARE PROVIDED ON THIS REPORT.

Approved by the Transportation Coordinator

Total Cost: + =
 Driver Bus

_____ Date Approved

_____ Milton School District Transportation Coordinator