

RICHLAND PARISH SCHOOL BOARD

SPECIAL TRANSPORTATION FORM

Instructions: Principal requests approval for use of vehicle prior to the trip by contacting Parish Transportation Supervisor and getting this form approved.

Requested for use to: _____

Date of Request: _____ Approved: _____
Transportation Supervisor

TO BE COMPLETED BY DRIVER

Instructions: This portion of form is to be completed in duplicate by the driver and returned to the principal following the trip. The principal retains one copy and one copy is sent to the School Board Office. Invoices for all purchases during the trip will be turned in with this paper.

Vehicle No. _____ Date _____ Driver _____

Mileage Reading on Completion of Trip _____

Mileage Reading Before Use _____

Total Miles Used on Trip _____

Vehicle Driven to _____ Returned to _____

Vehicle Carried _____
(Band, Football, Basketball, etc.)

Cleanliness of vehicle before use good _____ fair _____ poor _____

Cleanliness of vehicle after use good _____ fair _____ poor _____

Gasoline tank before trip full _____ $\frac{3}{4}$ _____ $\frac{1}{2}$ _____ $\frac{1}{4}$ _____

Gasoline in tank after use empty _____ $\frac{3}{4}$ _____ $\frac{1}{2}$ _____ full _____

Activity Drivers – All buses must be filled after each use.

Driver _____

Principal _____