

**Pine Creek School Division
Bus Trip Requisition & Driver's Voucher for Payment**

Notes: Requisition Form is due at the division bus garage at least one week prior to the travel date.

Supervisors are to file, with the school, before leaving, a list of students traveling.

Date of Requisition: _____

Purpose of Trip: _____

Destination: _____ # of Students: _____

Itinerary (if more than one stop) _____

Date and Time of: Departure: _____

Return: _____

Supervising Teacher(s): _____

Drop off Locations on return trip (highway stops are not permitted):

This trip has been approved by: _____
Principal's Signature Date

Transportation Supervisor (or designate) Date

For Use of the Transportation Department

Bus #: _____ Passenger Size: _____

Assigned Driver: _____

Driver to complete this area

Odometer Start (at school): _____ Departure Time: _____

Odometer Finish (at school): _____ Return Home: _____

Kilometers Traveled: _____ Number of Hours: _____

Signatures: _____
Driver Supervising Teacher

Employee # _____