

THE FORT LA BOSSE SCHOOL DIVISION

Bus Trip Requisition & Driver's Voucher for Payment

Note: For in-province one-day trips, give two school days' notice.
For in-province overnight trips, submit requisition before Board Meetings.
For out-of-province trips, give four weeks' notice.

Date Trip Requested _____ **Trip Number** _____

Purpose of Trip _____

Itinerary Yes _____ No _____

Number of Students _____ Number of Adults _____

Destination _____

Date of Departure _____ Time _____

Date of Return _____ Time _____

Supervising Teacher(s) Assigned _____

Requisitioned by _____ Authorized by _____

Principal

For use by the Division Office:

Assigned Bus Driver _____ Date Received _____

Assigned Bus No _____ Size of Bus _____

Log Sheet Requested Yes _____ No _____

CHARGE TO ACCOUNT _____ Other _____

APPROVED: _____ Date _____

For use by the Bus Driver:

No. of Kms. Travelled: _____

Start Time: _____ End Time: _____ Total Hours Worked: _____

Meals: _____ Accommodations _____

TOTAL AMOUNT _____

Driver's Signature (Certified Correct) _____

After the trip is completed, the driver should submit the Driver's Payroll Copy to the Division Office **prior** to the **15th** of the month attached to the Extra Time Sheet. The driver is also responsible to clean and fuel the bus after each trip