TRIP REPORT
Palermo Union School District
Transportation Department
7390 Bulldog Way
Palermo, CA 95968
(530) 532-1020

Circle one
Ford Van  Healthy Start Van  Mileage

Driver ____________________________  Ending ________________
Trip Destination ______________________  Beginning ________________
Date ________________________________  Difference ___________________

This report is to be completed and signed by each driver of a district van and turned into Transportation.

“☑” if OK  “X” if Needs Attention  Fuel: Circle one
Full ¾ ½ ¼ Empty

1. All gauges, indicators, and warning devices
2. All seats and seat belts
3. All doors, windows and mirrors
4. Interior and exterior lighting systems
5. All heating, cooling, and ventilating systems
6. Windshield wipers and washers
7. Wash
8. Vacuum
9. Shampoo carpet

* Notify Transportation of any known defect (dent, scratch, etc.)

Remarks:


Driver’s signature ________________________________
Date ________________________________
Bus Transportation Request (Sports Program Only)

To be filled one week prior to needed date!

Name of School ___________________________ Teacher ___________________________

Name of Sport: Football, Volleyball, Cross Country, Basketball, Track (circle one)

Grade Level: 5-6-7-8 (circle group level)   Number in Group: _______ Destination: _______

Approximate Mileage (round trip): _________


Date bus is desired:  Date ________

Pick up students at:  Palermo  Helen Wilcox  Leaving Time: ____________

Return students to:  Palermo  Helen Wilcox  Returning Time: ___________

Date you submitted this request: __________________________

________________________  __________________________
Principal’s Approval  Superintendent’s Approval

________________________  __________________________
Head Bus Driver’s Approval  Bus Driver and Number

Bus Record and Times:

Mileage Beginning of Departure: _______  Beginning Hours: _______
Mileage Ending of Return: _____________  Ending Hours: ___________
Total Miles: ___________________________  Total Hours: ____________

If there is any information omitted, or any change in the number of passengers, time of day, date, etc., notify the principal. He/she will then contact the Superintendent for approval of the change.