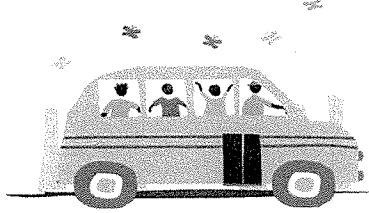


TRIP REPORT
Palermo Union School District
Transportation Department
7390 Bulldog Way
Palermo, CA 95968
(530) 532-1020



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

Fuel: Circle one

“X” if Needs Attention

Full 3/4 1/2 1/4 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 _____

Palermo Union School District
2261 Esperanza Avenue
Palermo, CA 95968
(916)-533-4842

Bus Transportation Request (Sports Program Only)

To Be filed 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): _____

Day bus is desired: Day: Mon. Tues. Wed. Thurs. Fri. Sat.

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.