

TRANSPORTATION REQUISITION

Sweetwater Union High School District

CHECK one of the following: Educ. Field Trip ☐

Athletics ☐ Music ☐ A.S.B. ☐

Indicate budget used: Site ☐ District ☐

Requisition Number _____

Date _____

School Year: _____

School _____

Certificated Bus Rider _____

Phone No. _____

Emergency Phone No. _____

Pseudo: _____
or full account number

INSTRUCTIONS:

1. Please type and give all information requested.
2. Retain Goldenrod copy for file.
3. Forward Original & 2 copies to Transportation.
4. When Requisition is returned CHECK LINE 3 below for time bus will leave pick-up.
5. Fill out a requisition for each bus needed.

Charge expenditure to:

School must complete to use
Site Budget

Fd	Resource	PY	Goal	Function	Object	School	Cost Ctr.

1. Day bus is desired: _____ Date: _____ Specific Event: _____ Actual Starting Time of Event: _____
2. Pickup point: _____ Destination: _____
Specific Site Location
3. Time bus will leave pickup point: _____ Time group should arrive at destination: _____ Time for start of return trip: _____
(To be completed by Transportation Department)
4. Number of passengers to ride this bus: _____ 5. Are pupils to be transported to their homes upon returning? NO Total number of buses requested for trip: _____
6. Driver Assignment _____ Bus. No. _____
(To be completed by Transportation Department)

SPACE BELOW THIS LINE FOR USE BY THE DRIVER

ENDING OF EXTRA TIME _____		7. Time group left Pickup point: _____	9. Number of miles Total: _____	11. Drivers Remarks: _____ _____ _____ _____
STARTING OF EXTRA TIME _____		8. Time Group left return pickup point: _____	10. Driving time one-way: (pickup point to destination) _____	
TOTAL _____		VEHICLE NUMBER	DRIVER SIGNATURE	
				Total Students: _____
				Adults: _____

SPECIAL INSTRUCTIONS (equipment, rest/additional stops, etc.)

Approval of Principal _____

Date _____

TRANSPORTATION DEPT. USE ONLY

USE COMMERICAL CARRIER

- ☐ Submit Nonstock Requisition
- ☐ Charge to
Site Budget
- ☐ A.S.B. pay
Carrier Direct— Do not submit
Nonstock Requisition

Date _____

Signature _____

TRIP APPROVED

Administration Center

Transportation Dept.

Stock Form No. 10300 (Rev. 6/00)