



File EOG-E

PORTAGE LA PRAIRIE SCHOOL DIVISION
EXTRA-CURRICULAR TRANSPORTATION RECORD

A. TO BE COMPLETED BY THE SCHOOL (at least five days prior to transporting students)

1. School/Pick up: _____ Pick up Date: _____
2. Destination _____
Address _____
3. Pick up time: _____ Time Departing Destination: _____
Rtn. School Time: _____ Return Compound Time: _____
4. No. of students: _____ Grade: _____ No. of Adults: _____ **TOTAL** _____
5. Supervising Teachers: _____
6. Comments/Information: _____
7. Cost charged to: _____ (791)-Field Trip _____ (793)-Band Trip
_____ (792)-Sports Trip _____ Specify others
8. Authorization - Principal _____ Date _____

B. TO BE COMPLETED BY THE TRANSPORTATION SUPERVISOR

1. Assigned Driver: _____ Bus # _____ Capacity: _____
2. Copy to Principal _____ Date: _____
Transportation Supervisor

C. TO BE COMPLETED BY THE BUS DRIVER AND RETURNED TO TRANSPORTATION

1. Odometer Reading a) End of Trip _____
b) Start of Trip _____
2. Trip Mileage (a - b) _____ Km.
3. Driver's Hours _____ Hours
4. Comments re: trip _____
5. Certified correct: _____ (Driver's Signature)
6. Trip completed _____ (Teacher's Signature)

D. FOR OFFICE USE ONLY

Mileage: _____ Kms. @ \$ _____ = \$ _____ CR 1-714-00-720-00
Hours: _____ Hours @ \$ _____ = \$ _____ CR 1-369-00-720-00
TOTAL = \$ _____
G/L NO. 1-555-00- _____ - _____ = \$ _____ DR
Program Code School Code

Date Original to Division Office

Signature - Transportation Supervisor