

**PORTAGE LA PRAIRIE SCHOOL DIVISION**  
**Section E: Operations (Property And Transportation)**



**EOG-E**

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