



# Turtle River School Division

## Bus Driver's Extra Trip & Practical Arts Report

<b>Driver Name:</b>	<b>Bus Number:</b>
<b>Departure:</b>	<b>Destination:</b>
<b>Date of Trip:</b>	<b>Purpose of Trip:</b>

**TO BE COMPLETED BY BUS DRIVER:** *(fill out completely)*

Departure Time: <div style="display: flex; align-items: center; justify-content: center;"> <div style="border-bottom: 1px solid black; width: 40px; margin-right: 5px;"></div> <div style="margin: 0 5px;">:</div> <div style="border-bottom: 1px solid black; width: 40px; margin-right: 5px;"></div> <div style="margin-left: 5px;"> <input type="checkbox"/> AM  <input type="checkbox"/> PM         </div> </div>	Return Time: <div style="display: flex; align-items: center; justify-content: center;"> <div style="border-bottom: 1px solid black; width: 40px; margin-right: 5px;"></div> <div style="margin: 0 5px;">:</div> <div style="border-bottom: 1px solid black; width: 40px; margin-right: 5px;"></div> <div style="margin-left: 5px;"> <input type="checkbox"/> AM  <input type="checkbox"/> PM         </div> </div>	Total Time: <div style="border-bottom: 1px solid black; width: 100%;"></div>
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Odometer reading on **RETURN:** *(return at school)* \_\_\_\_\_ KM

Odometer reading on **DEPARTURE:** *(from school)* \_\_\_\_\_ KM

**TOTAL** Kilometers Travelled: *(return minus departure)* \_\_\_\_\_ KM

**Did you drive an AM route?**

Yes
No

**Did you drive a PM route?**

Yes
No

☐ Maintenance & Repairs

**Bus Driver Signature**

**Date**

**TO BE COMPLETED BY PRINCIPAL:**

No. of Students Transported: _____	Grade(s): _____
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**Trip Category** - If category is not complete and the trip is school related, the kilometers will be charged against the school total.

Sport Play	<input type="checkbox"/> Divisional	<input type="checkbox"/> Zone	<input type="checkbox"/> Provincial	<input type="checkbox"/> Exhibition
Other	<input type="checkbox"/> School Presentation	<input type="checkbox"/> Practical Arts	<input type="checkbox"/> Field Trip	

**Supervising Teacher Signature**

**Approved by Principal**

**MECHANIC'S STATEMENT**

This box is to be completed by the attending mechanic in the case of repairs and maintenance of the bus. Emergency repairs are defined as repairs required to keep the bus on the road and legal for transporting students. Regular maintenance includes six month inspections, oil changes, and repairs that can wait until the bus comes in for a six month inspection or regularly scheduled oil change.

Mechanic's Signature

*Work done on the bus was:*

☐ Emergency Repairs
 ☐ Regular Maintenance

**DIVISION OFFICE APPROVAL**

**Secretary Treasurer**

**Transportation Supervisor**