



Box 699 - Valleyview, Alberta T0H 3N0
524-3833 or 1-888-785-3396

APPLICATION FOR USE OF DIVISION BUSES
2018-2019 School Year
TRANSPORTATION FAX 780-524-4256

Please send copy to the Director of Transportation and a signed/approved copy will be returned to the school for the bus booking only, school to provide driver. A copy must be carried in the school bus for Highway Traffic Regulations.

TRANSPORTATION INFORMATION

School: Fax: Phone:
of Buses: Number of People: Estimated Total Kilometers:
Date Required: Time Out: Time Returned:
Destination:
Name of Driver: (Drivers must be approved by the Transportation Director)
Check one: Volunteer Driver Driver paid by School

DESCRIPTION OF TRIP AND ACTIVITY

Purpose of Trip:
Name(s) of Teacher(s) requesting approval
Name(s) of Trip Supervisor(s):
Name(s) of non-divisional personnel riding on the bus:

AUTHORIZATIONS

Principal: Date:
Transportation Director: Date:
(Please report any cancellations or changes in dates to the Director of Transportation)

TRIP REPORT

School/Group: Driver:
Date: Destination:

ODOMETER READING:

UNIT#: START: END: Total Distance: KM

DRIVERS LOG:

Day 1 Start Time: Day 2 Start Time: Day 3 Start Time:
Day 1 End Time: Day 2 End Time: Day 3 End Time:

Driver's Signature: Date:

FOR TRANSPORTATION OFFICE USE ONLY

Amount: \$ Date:

PLEASE RETURN COMPLETED TRIP FORMS ALONG WITH PRE-TRIP INSPECTION FORMS TO THE TRANSPORTATION OFFICE IMMEDIATELY UPON COMPLETION OF TRIP

24 hr. transp. emergency call: 1-780-524-8331