

	ODOMETER MILES	TIMES
START:		
ARR P/U:		
LV P/U:		
ARR DEST:		
LV DEST:		
RETURN P/U:		
END:		
Totals (office use)		

	ODOMETER MILES	TIMES
START:		
ARR P/U:		
LV P/U:		
ARR DEST:		
LV DEST:		
RETURN P/U:		
END:		
Totals (office use)		

DATE: \_\_\_\_\_  
 DRIVER NAME: \_\_\_\_\_  
 BUS: \_\_\_\_\_  
 PASSENGERS: \_\_\_\_\_

**DRIVER CERTIFICATION and SIGNATURE**

I certify that the safety instructions were completed for this trip and that the miles and hours listed on this form are accurate.

\_\_\_\_\_  
 Driver's Signature

**CUSTOMER CERTIFICATION and SIGNATURE**

I certify that the emergency instructions were completed for this trip and that the above time for the trip is correct.

\_\_\_\_\_  
 Customer's Signature

PTC AFTER HOURS  
 (562) 505-5173

PUPIL TRANSPORTATION COOPERATIVE  
 562 945-2581  
 REQUEST FOR TRANSPORTATION

CHECK ONE

ATHLETIC  
 FIELD TRIP  
 COMPETITION (OTHER THAN ATHLETIC)  
 OTHER  
 SCHOOL \_\_\_\_\_  
 DISTRICT \_\_\_\_\_  
 OTHER \_\_\_\_\_  
 CONTACT PERSON \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_

**NO**

**REQUEST MUST BE SUBMITTED TO THE TRANSPORTATION OFFICE 10 WORKING DAYS IN ADVANCE OF THE SCHEDULED TRIP. PUBLISHED CANCELLATION POLICY WILL APPLY.**

NUMBER OF BUSES REQUESTED \_\_\_\_\_ DATE \_\_\_\_\_, 20\_\_\_\_  
 TRANSPORTATION REQUEST FROM \_\_\_\_\_ (DEPT., STUDENT ORGANIZATION, ETC.)

OF \_\_\_\_\_ FOR \_\_\_\_\_ PASSENGERS, FROM \_\_\_\_\_ (LOCATION OF PICKUP AT SCHOOL SITE)

TO \_\_\_\_\_ (CAMPUS) \_\_\_\_\_ CITY \_\_\_\_\_

SPECIAL INSTRUCTIONS \_\_\_\_\_  
 DAY WANTED \_\_\_\_\_ DATE \_\_\_\_\_, 20\_\_\_\_

TIME LOADING \_\_\_\_\_ AM \_\_\_\_\_ PM TIME DEPARTING \_\_\_\_\_ AM \_\_\_\_\_ PM

TIME LOADING @ DESTINATION \_\_\_\_\_ AM \_\_\_\_\_ PM DEPARTURE TIME \_\_\_\_\_ AM \_\_\_\_\_ PM

REQUESTED BY \_\_\_\_\_ (SIGNATURE) APPROVED \_\_\_\_\_ (PRINCIPAL)

APPROVED \_\_\_\_\_ (DISTRICT ADMINISTRATOR) BUDGET CHARGE CODE \_\_\_\_\_

**FOR PTC USE ONLY**

APPROVED BY \_\_\_\_\_ AS REQUESTED

\_\_\_\_\_ NOTE CHANGE ABOVE

DRIVER(S) \_\_\_\_\_

BUS NO. \_\_\_\_\_ MILES \_\_\_\_\_ PASSENGERS \_\_\_\_\_

BUS NO. \_\_\_\_\_ MILES \_\_\_\_\_ PASSENGERS \_\_\_\_\_

BUS NO. \_\_\_\_\_ MILES \_\_\_\_\_ PASSENGERS \_\_\_\_\_

TOTAL PASSENGERS \_\_\_\_\_

MILES \_\_\_\_\_ @ \_\_\_\_\_ PER MILE = \_\_\_\_\_

REGULAR TIME \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

OVERTIME \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

TOTAL \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

DROP  RETURN  SPLIT  REMAIN  TRIP CHARGE \_\_\_\_\_

For Dispatch Use:

PUNCH IN: \_\_\_\_\_

MEAL BREAK: \_\_\_\_\_