TUPELO PUBLIC SCHOOL DISTRICT

BUS TRIP REQUISITION

- Original to Transportation
- Keep a copy for your records
- Scan/email copy to Finance

PURCHASE ORDER NO.

_____

TO BE COMPLETED BY SCHOOL

School _____ No. Buses Requested _____

Trip To _____ Purpose _____ Date of Trip _____

☐ School Paying

OR

☐ Outside Organization Paying Name of Organization _____

Students / # Adults _____ | _____ Time Bus(es) Needed _____ Estimated Return Time _____

Personnel To Drive / Drivers Assigned

1. _____ 3. _____
2. _____ 4. _____

OR

_____# Drivers Requested

Requested By _____ Date Requested _____
Employee

Approved By _____ Date Approved _____
Supervisor

Approved By _____ Date Approved _____
Transportation

TO BE COMPLETED BY DRIVER

Arrival Time at School _____ Arrival Time at Destination _____

Departure Time from Destination _____ Arrival Time at School _____

TO BE COMPLETED BY TRANSPORTATION

Bus(es) Assigned _____

Bus Charges (if less than 100 miles roundtrip)

$ 25.00 X _____ # of Buses = $ _____

Bus Charges (100 miles and greater roundtrip)

$ 1.00 X _____ Total Miles Driven X _____ # of Buses = $ _____

Driver Charges

$ _____ /HR X _____ # Hours Drive Time X _____ # of Drivers

+

$ _____ /HR X _____ # Hours Wait Time X _____ # of Drivers = $ _____

Total Charges = $ _____

_____ _____
Signature Authorizing Payment Date