



Transportation Department  
 26000 Siyaya Ave NE  
 Kingston, WA 98346  
 US DOT #2358661

**Ph: (360) 396-3099**

**TRIP #** \_\_\_\_\_

**BUS #** \_\_\_\_\_

For Trips on Ferry  email sent to reserve ferry 72 hours in advance

Terminal 1 / Time \_\_\_\_\_

Terminal 2 / Time \_\_\_\_\_

DATE of TRIP \_\_\_\_\_ REQUESTING SCHOOL \_\_\_\_\_

Class/Dept./Group \_\_\_\_\_ **Destination** \_\_\_\_\_

Do you need a bus with undercarriage storage? Yes \_\_\_\_\_ No \_\_\_\_\_

Total Passengers \_\_\_\_\_ For Local Trips- Do you want the bus to stay? Yes \_\_\_\_\_ No \_\_\_\_\_

Depart from your school-Time \_\_\_\_\_ Return to your school- Time \_\_\_\_\_

**TRIP APPROVAL** Request will not be processed without proper signature and account information below.

**ACCOUNT NUMBER** \_\_\_\_\_ **Gen.Fund** \_\_\_\_\_ **ASB** \_\_\_\_\_ **Co-Curricular** \_\_\_\_\_

Teacher(s) \_\_\_\_\_ DATE \_\_\_\_\_ /ASB student \_\_\_\_\_ DATE \_\_\_\_\_

Building Administrator \_\_\_\_\_ DATE \_\_\_\_\_

Superintendent/Designee Signature **required if** Overnight  Out of State  Out of Country

Superintendent/Designee Signature \_\_\_\_\_ DATE \_\_\_\_\_

**FORM MUST BE RECEIVED IN TRANSPORTATION 15 WORKING DAYS PRIOR TO**

**THIS IS TO BE FILLED OUT BY THE COACH/TEACHER AT THE END OF THE TRIP**

Time of departure from school \_\_\_\_\_ Return trip departure time \_\_\_\_\_

Time of arrival at Destination \_\_\_\_\_ Time of arrival at Home school \_\_\_\_\_

Bus stayed at destination? Yes \_\_\_\_\_ No \_\_\_\_\_ Bus Clean after trip? Yes \_\_\_\_\_ No \_\_\_\_\_



Driver payroll report-drive start, stop, destination start, stop, drive start, stop, meal start, stop

Add extra sheet if needed (copy of Log sheet)

START TIME					
STOP TIME					

<b>Regular runs missed—Combine as much as you need.</b>	<b>TIME LOST</b>

Driver's Name (Print) \_\_\_\_\_

Mileage END	_____
Mileage START	_____
Mileage TOTAL	_____

**Office Use Only** Driver Time

Rate per Mile

Ferry/Bridge Toll

Meals

Other charges

**Direct Total Charges to Account:**
