



**LISTUGUJ EDUCATION DIRECTORATE**  
**Application for Trips**

Application for the use of buses must be submitted at least **Five days (5)** prior to the date of the proposed trip.

Class or  
 Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Supervisor/Applicant: \_\_\_\_\_

Date(s) Required: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure time: \_\_\_\_\_ From: \_\_\_\_\_

INo. of Pupils/Passengers: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only*

Date Received: \_\_\_\_\_

Approved by: \_\_\_\_\_

Driver(s) Assigned: \_\_\_\_\_

Bus No: \_\_\_\_\_

Spare Bus Driver (if required)

**BUS TRIP REPORT (To be filled by the driver)**

Name: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Total waiting hours: \_\_\_\_\_ Total km: \_\_\_\_\_

*Office Use Only (To be filled by Transportation Manager)*

	<i>Hours</i>	<i>Total</i>	<i>Code</i>
Regular hours:	_____	_____	_____
Other expense:	_____	_____	_____

Invoice to: \_\_\_\_\_  
 \_\_\_\_\_  
 Transportation Manager: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Bus to be refueled by renter or we will refuel and add to invoice with copy attached**