

WEST CARROLL PARISH
Trip Report
Parish Owned Bus

Date	Bus Number	School	Beginning Odometer
Destination	Driver's Signature		Ending Odometer Reading
Number of Passengers			Number of Miles Traveled
Amount Payable to West Carroll Parish School Board @ \$.30 per mile=			
Activity Sponsor's Signature			Principal's Signature

This form is to be completed each time a parish owned bus is used other than on the assigned route. Turn in after use to the principal. The principal is to forward this form to the Central Office along with payment of \$.30 per mile used. The user is responsible for paying the driver. DO NOT leave the completed form in the bus. The pre-trip inspection report is to be left on the bus for the regular driver to review and turn in monthly.

EATING AND DRINKING NOT PERMITTED ON BUSES.

I have inspected the bus at the end of the trip, after all passengers have exited, and my inspection reveals:

_____ No Damage

_____ Damage (explain) _____

_____ Bus is Clean

_____ Bus is not clean---needs sweeping or cleaning
When will this be completed _____

_____ Bus has sufficient fuel for next regular run

Driver or Activity Sponsor's Signature