

Request for Special Bus Use



East Carter County R-II School District
 24 South Herren Ave
 Ellsinore, MO
 United States
 63937
 Phone: 573-322-5625
 Fax: 573-322-8586
 www.ecarter.k12.mo.us

Date Request Made:

Person Making Request:

Name of Class/Group Going

Date of Trip	Destination of Trip	Purpose of Trip	Overnight Yes/No	Distance Round Trip	Number Going on Trip

Time of Departure

Person(s) Responsible for Supervision of the trip

Authorization	
Transportation Director	
Driver Assigned	
Bus # Assigned	

Bus Driver's Report on Trip	
Bus#	
Beginning Speedometer Reading	
Ending Speedometer Reading	
Total Miles	
Time Arrived back at School	
Signature of Bus Driver	

Building Administrator

Office Use Only -For Payment

Flat Rate Amount

Extra hours on trip

Total Amount for payment

Superintendent Signature