

**ILLINI WEST HIGH SCHOOL DISTRICT #307
BUS TRIP RECORD**

Bus Driver: _____ Date of Trip: _____

Group Transported: _____ Destination: _____

Trip Start Time: _____ Trip End Time: _____ Total Hours Out: _____

Ending Odometer Reading: _____

Beginning Odometer Reading: _____

Total Miles Traveled: _____

Expenses:

Specify & Attach Receipts

Fuel \$ _____

Meal(s) \$ _____

Other \$ _____

Bus #: _____

of Passengers: _____ **ATTACH LIST OF PASSENGERS –TO & FROM EVENT/TRIP**

TURN TRIP RECORD IN TO TRANSPORTATION DIRECTOR ASAP

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