



TRANSPORTATION DEPARTMENT ADDENDUM

SCHOOL BUS/DISTRICT VEHICLE REQUISITION

Date Received _____

FUND	FUNCTION	OBJECT	SUB OBJ	ORG	YEAR/PRO	Chief Financial Officer Initials

BUSINESS OFFICE CHARGE TICKET

☐ Expedition
 ☐ Sprinter
 ☐ Suburban
 ☐ Van
 ☐ Activity Bus
 ☐ Bus

FOR TRANSPORTATION USE ONLY

Assigned Driver

District Vehicle/Bus No.

Bus

District Vehicle

		Mileage _____ X \$ 3.25	Mileage _____ X \$ 0.50
		Mileage _____ X \$ 3.25	Mileage _____ X \$ 0.50
		Mileage _____ X \$ 3.25	Mileage _____ X \$ 0.50

Assigned Sub Driver Program (ONLY)

District Vehicle/Bus No.

☐ **CDL with Endorsements \$75**

☐ **Passenger Endorsement License \$50**

Overnight Trip ☐ Yes ☐ No

Grand Total \$ _____

Start Mileage _____ End Mileage _____

Time In _____ Time Out _____ Driver Initials _____ Total Mileage _____

* Engines must be turned off when bus is parked. * It is mandatory for sponsor to provide meals.