

DRIVER IS NOT TO LEAVE ASSIGNED DESTINATION

- PLEASE HAVE SPONSOR SIGN THE INFORMATION SHEET AND NOTICE PRIOR TO DEPARTURE
- BUS MUST BE PRE-TRIPPED BEFORE FIELD TRIP
- STANDBY DRIVERS CHECK WITH OFFICE BEFORE DEPARTURE

COMPOUND			
ROUTE		USE BUS	
DRIVER			
TIME		<input type="checkbox"/> AM <input type="checkbox"/> PM	TO
BUSES		OF	

REPORT OF EXTRA-CURRICULAR AND EDUCATIONAL FIELD TRIPS

This report is to be completed by the bus driver at the conclusion of each extra-curricular or educational field trip. The completed report is to be submitted **IMMEDIATELY** to the area coordinator.

SCHOOL		
LOADING AREA		
DESTINATION		
DATE OF TRIP		

(MM-DD-YY)

(DAY OF WEEK)

TYPE OF TRIP			
<input type="checkbox"/> ATHLETIC	CODE 1	<input type="checkbox"/> EDUCATIONAL	CODE 4
<input type="checkbox"/> BAND	2	<input type="checkbox"/> EX ED	5
<input type="checkbox"/> CHORUS	3	<input type="checkbox"/> MISC./OTHER	6
EXPLANATION			

TRIP TIME		
BUS REQUESTED AT SCHOOL		<input type="checkbox"/> AM <input type="checkbox"/> PM
BUS ARRIVED AT SCHOOL		<input type="checkbox"/> AM <input type="checkbox"/> PM
BUS DEPARTED SCHOOL		<input type="checkbox"/> AM <input type="checkbox"/> PM
BUS RETURNED TO SCHOOL		<input type="checkbox"/> AM <input type="checkbox"/> PM

NUMBER OF PERSONS TRANSPORTED	
PUPILS	
ADULTS	

ODOMETER READINGS	
ODOMETER BEFORE TRIP	
ODOMETER AFTER TRIP	
BUS NUMBER	

DRIVER REPORT
STUDENT BEHAVIOR
BUS CONDITION AFTER TRIP
OTHER COMMENTS
DRIVER SIGNATURE

FOR OFFICE USE ONLY	
SCHOOL #	
TRIP REQUISITION NUMBER	
DRIVER	REGULAR <input type="checkbox"/> STANDBY <input type="checkbox"/>
DRIVER TIME BEGAN	<input type="checkbox"/> AM <input type="checkbox"/> PM
DRIVER TIME ENDED	<input type="checkbox"/> AM <input type="checkbox"/> PM
HOURS WORKED	
OVERTIME HOURS	
MILES CHARGED TO SCHOOL	
ACCOUNTING INFORMATION	
TOTAL TRIP COST	

SPONSOR REPORT
SCHOOL BUS EMERGENCY EXITS INSTRUCTION GIVEN
<input type="checkbox"/> YES <input type="checkbox"/> NO
SPONSOR HAS READ BACK DOOR POLICY AND SPONSOR INFORMATION SHEET
<input type="checkbox"/> YES <input type="checkbox"/> NO
SPONSOR COMMENTS
X
SPONSOR SIGNATURE

REVISED 3/6/23

FIELD TRIP PRE-TRIP CHECKLIST

Check entrance door and steps	
Start the engine. Run at fast idle for warm up. Do not race.	
Check all gauges for proper indication. Defroster. Heater. Windshield wipers.	
Check brake pedal. Parking and emergency brake for proper feel. Hydraulic brakes. Foot brake needs to be depressed before starting engine. Listen for running motor. This indicates emergency brake system is OK.	
Check horn and steering for looseness or noise.	
Check all mirrors and windows for condition and adjustment	
Check all lights. Stop arms and strobe light for proper operation and condition.	
During walk around check tires for obvious defects and flats by thumping with stick. Look for missing or loose lug nuts.	
Check body for scratches/dents inside and out.	
Look and listen for obvious fluid, exhaust and air leaks.	
Check emergency exits for proper operation and buzzer.	
Check fire extinguisher. First aid kit and flare reflector kit for condition and contents	
Check interior of bus for condition. Cleanliness and loose/damaged seats.	
Check driver's seat and seat belt for proper adjustment and condition.	
Check engine and drive trains.	
Check brakes before entering highway	
If equipped, check lift for condition and working operation.	
Check lap belt cutter and safety plaque	
NOTE: The last driver of the bus will be responsible for body damage if not reported prior to leaving the compound (see item 9 above)	
Place check mark in box if item is OK. Use X if repair is needed. Write up all repairs needed on school bus malfunction report and turn in to shop for corrective action prior to trip or run.	

EMERGENCY NUMBER

BREVARD SHOPS
QUALITY CONTROL FOREMAN James Rothschild Cell 321-389-8354
NORTH AREA FOREMAN Tim Cannon Work 269-2055 x14205 Cell 321-271-9320
CENTRAL AREA FOREMAN Rick Tymann Work 633-3680 x14021 Cell 321-848-7588
MID SOUTH AREA FOREMAN TBD Work Cell
SOUTH AREA FOREMAN Bobby Baker Work 727-7044 x14405 Cell – 321-794-8910

BREVARD SUPERVISORS
NORTH AREA Cleveland Reid, Supervisor Work 269-2055 x14201 Cell 321-543-3733 Harvy Thompkins, Assistant Supervisor Work 269-2055 x14202 Cell 321-403-9139
CENTRAL AREA Kathrine Emr-Marie, Supervisor Work 633-3690 x14051 Cell 321-795-0144 Julie Moore, Assistant Supervisor Work 633-3690 x14052 Cell 321-960-2844
MID-SOUTH Michelle Roy , Supervisor Work 242-6497 x14301 Cell 321-543-4120 Jonas Zambrana, Assistant Supervisor Work 242-6497 x14302 Cell 321-591-4083
SOUTH AREA John Davis, Supervisor Work 727-2070 x14401 Cell 321-987-8872 Patricia Balciunas, Assistant Supervisor Work 727-2070 x14402 Cell 321-604-2246

OTHER
DRUG & ALCOHOL Drew Kramer Work 633-1000 x11212
LOCAL AUTHORITIES
COCOA POLICE 639-7620 FHP 455-1412 INDIALANTIC POLICE 723-7788 INDIAN HARBOR BEACH POLICE 773-3030 MELBOURNE BEACH POLICE 773-7212 MELBOURNE POLICE 409-2200 PALM BAY POLICE 952-3456 PATRICK AFB SECURITY 494-1110 ROCKLEDGE POLICE 690-3988 SATELLITE BEACH POLICE 773-4400 SHERIFF, BREVARD 633-7162 TITUSVILLE POLICE 264-7800 WEST MELBOURNE POLICE 952-0924