

**Quanah I.S.D.  
REQUEST FOR USE OF THE SCHOOL BUS**

Buses Needed: _____ Date Submitted: _____ Date Needed: _____ Time of Departure: _____ Time of Arrival Back: _____ Destination: _____ Purpose of Trip: _____	<p><b>Submit Request (4) Days in Advance of Need</b></p> <p><b>Odometer Readings</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"></td> <td style="width: 40%; text-align: center;"><b>IN</b></td> <td style="width: 40%; text-align: center;"><b>OUT</b></td> </tr> <tr> <td>Bus 1</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Bus 2</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Bus 3</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">Number of Students</td> </tr> </table>		<b>IN</b>	<b>OUT</b>	Bus 1			Bus 2			Bus 3			Number of Students		
	<b>IN</b>	<b>OUT</b>														
Bus 1																
Bus 2																
Bus 3																
Number of Students																

Driver: _____	\$ _____ by _____ \$ _____ by _____ \$ _____ by _____ \$ _____ by _____ \$ _____ by _____ \$ _____ by _____
---------------	--

You get the driver subject to approval of administration.

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Transportation Director

**DUE AS SOON AS POSSIBLE AND NOT LATER THAN FOUR (4) DAYS  
BEFORE DATE FOR REQUEST.**