

# Warren County Schools

*Please complete form  
and return to bus  
garage on the day of  
the trip*

## Activity Bus / Van Report

### SECTION 1 (To be completed by the driver)

### Check Vehicle Used

_____ 1995 International	60 Capacity	8123
_____ 1990 Chevrolet	66 Capacity	8122
_____ 2008 SAF-T-Liner C2	66 Capacity	8127
_____ 1989 Chevrolet	54 Capacity	8124
_____ 2002 GMC	24 Capacity	8125
_____ 1986 Ford	54 Capacity	8126
_____ 2010 SAF-T-Liner C2	66 Capacity	8128

Date(s) of trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Number of Student Passengers: \_\_\_\_\_ Adult Passengers: \_\_\_\_\_

Name of School: \_\_\_\_\_ User \_\_\_\_\_

Departure Time: \_\_\_\_\_ AM/PM Return Time: \_\_\_\_\_ AM/ PM

Beginning Odometer Reading: \_\_\_\_\_ Ending Odometer Reading: \_\_\_\_\_

Was the interior of the bus clean when you received it? \_ \_\_\_\_\_

Did you experience any mechanical problems? \_\_\_\_\_ If "yes" describe the specific problem(s)

\_\_\_\_\_

Principal /Director/Teacher Supervising Trip Signature: \_\_\_\_\_

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### Section II (To be completed by the Transportation Department)

Was Section I completed by the driver? \_\_\_\_\_

Was the interior of the bus /van clean when it was returned? \_\_\_\_\_

If "no" describe its condition or any other problems

\_\_\_\_\_

Was the Principal notified? \_\_\_\_\_

Transportation Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

The driver must complete and return this form to the Transportation Department office when the bus is returned. If the vehicle is returned after hours, the completed form is to be left on the driver's seat. If the vehicle is not thoroughly cleaned (SWEPT) the Principal will be notified. Warnings will be issued to each department. After 3 warnings, a \$10.00 charge will occur for each time that the bus is turned in dirty. The Transportation Department will complete Section II and return a photocopy to the Principal.