



Transportation Requisition

To: Apple Bus
Fax: 816.318.1913
Attn: Tim Dennis-Contract Manager
Date Confirmed: _____

School: _____
Date Requested: _____
Requester: _____
Confirmed By: _____

<p>Trip Date: _____</p> <p>Return Date: _____</p> <p>Number of Buses: _____ Bus Stays: Yes _____ No _____</p> <p>Depart Time from RP: _____</p> <p>Arrive Time back at RP: _____</p> <p>SpED Bus: Yes _____ No _____</p> <p>SpED Bus Add'l Needs: _____</p> <p>Destination 1 _____</p> <p>_____</p>	<p>Group: _____</p> <p>Sponsor: _____</p> <p>Cell #: _____</p> <p>Number of students: _____</p> <p>Number of adults: _____</p> <p>Estimated trip miles (School/Destination(s) x 2): _____</p> <p>_____</p> <p>Estimated trip cost (Miles + Driver = cost)</p> <p>_____</p>
<p>Destination 2 _____</p> <p>_____</p> <p>Special Instructions: _____</p> <p>_____</p> <p>_____</p>	<p>Transportation costs are estimates only. Trips will be invoiced at the end of each month. Activity transportation is billed at \$1.33 per mile, plus \$15.64 per hour for the bus driver. Please include all costs when estimating transportation for your activity trip. Minimum trip charge is \$39.34. Elementary trips may not leave the school building prior to 8:30 a.m. ALL TRIPS MUST RETURN TO DISTRICT BY 2:00 p.m. ON SCHOOL DAYS.</p> <p>Please complete the transportation requisition form and:</p> <ol style="list-style-type: none"> 1. Fax the form to Apple Bus Co. at 816-318-1913 2. Send the form as an attachment to Casey Thompson, Administrative Assistant for Administrative Services at: cassandra.thompson@raypec.org.

Financial Information and Approval

Administrator signature AND financial pay information are required on all trips.

District Field Trip Yes _____ No _____

Bill PTA Yes _____ No _____

Bus Payment code-GL#: _____

Fee Deposit code-GL#: _____

Administrator Approval/Signature _____