

Bus # _____

PACT TRIP LOG

please staple receipts here in date order

DATE					
END MILEAGE READING					
STARTING MILEAGE READING					
TOTAL MILES					
POST TRIP INSPECTION					
WINDOWS CLOSED					
BUS SWEPT & LITTER REMOVED					
Handrail and Seats WIPED DAILY					
'WALKED BUS'					
DOORS LOCKED					
CELL PHONE WORKS					

Signature (person completing this form) _____

Please scan receipts for all costs with this form to CFO weekly. If the month ends before the week stops, complete, and scan to CFO and then start a new form on the first day of the month. Keep originals. Shred at the end of the year.

Transportation 6/22