

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 staple receipts for all costs to this form. Submit to Central Office weekly. If the month ends before the week stops, complete, and send to Central Office and then start a new form on the first day of the month. Keep a copy for your records.

Transportation 4/19