

TO BE COMPLETED BY DRIVER

Driver's Name: _____ Bus #: _____

	Time	Odometer Reading	# of Passengers
Return to Depot			OUT -
Depart from Depot			IN -
TOTALS			

PROCEDURE FOR DRIVER TO FOLLOW ON STUDENT TRIP AND ATHLETIC RUN

1. Leave depot to arrive at your departure point at least 15 minutes prior to departure time.
2. Know where you are going. Consult road and street maps; make written notations of route number(s) and street(s) you will be using for the trip.
3. Upon arriving at your departure point, immediately report to the person in charge of the group you are transporting.
4. STAY WITH THE GROUP YOU ARE TRANSPORTING DURING THE ENTIRE TRIP, UNLESS OTHERWISE DIRECTED.
5. DO NOT transport anyone other than those authorized to be on the trip.

EMERGENCY PROCEDURES IN CASE OF BREAKDOWN

Call the Transportation Department (**610-861-0360/office or 610-390-6090/cell**) first. If you receive no answer, call the garage (**610-807-5554**), and you will be given instruction and assistance. If after hours, call the home telephone numbers listed on the Emergency Telephone Numbers card. School district security can be contacted by calling the Bethlehem Police (**610-865-7187**) and asking for BASD security.

I certify that the above information is true and correct. I understand that falsifying the above report will result in punitive action. I have read and understand the procedures for a student trip and athletic run.

Driver's Signature

Date