

<p>REPORT DUE: 01/16/2009 <i>Wicomico County Board of Education</i> <i>Transportation Department</i></p> <p>Bus #: _____ Contractor name: _____ Driver name: _____ Cell #: _____ Capacity: _____ Tag #: _____</p> <p>Instructions: Record both a.m. and p.m. mileages on same day. <i>DO NOT USE TENTHS. WRITE THE NAME OF THE SCHOOL FOR EACH RUN. COMBINATION RUNS SHOULD BE SEPERATED BY SCHOOL.</i> Midday runs are to be recorded on back of form. Contractor and driver signatures are required on back of form.</p>	<p>OFFICE USE ONLY</p> <p>Route Mileage: _____ Odometer Factor: _____</p> <p>Total Approved Miles: _____ Total Approved Time: _____</p> <p>ADMINISTRATOR'S INITIALS: _____</p>
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TIME	ODOMETER READING	CHECK POINT	OFFICE USE ONLY
		BEGINNING OF <i>A.M.</i> RUN- AT GARAGE (DO NOT INCLUDE PRE-TRIP TIME)	Plus 15 MIN. Pre-trip
		FIRST TRIP- FIRST PUPIL PICK UP	
		AT FIRST SCHOOL:	
		AT COMBO SCHOOL:	
	← Indicate Time	BEGINNING OF LAY-OVER TIME (if any)	
	← Indicate Time	END OF LAY-OVER TIME:	
		SECOND TRIP - FIRST PUPIL PICK UP	
		AT SECOND SCHOOL:	A.M. TIME
		AT COMBO SCHOOL:	
	← Indicate Time	BEGINNING OF LAY-OVER TIME (if any)	
	← Indicate Time	END OF LAY-OVER TIME:	
		THIRD TRIP - FIRST PUPIL PICK UP	
		AT THIRD SCHOOL:	
		AT COMBO SCHOOL:	
	← Indicate Time	BEGINNING OF LAY-OVER TIME (if any)	
	← Indicate Time	END OF LAY-OVER TIME:	
		FOURTH TRIP - FIRST PUPIL PICK UP	
		AT FOURTH SCHOOL:	
		ENDING OF A.M. RUN (AT GARAGE):	
		BEGINNING OF <i>P.M.</i> RUN (AT GARAGE)	
		ARRIVAL AT FIRST SCHOOL:	
	XXXXXXXXXX	DEPARTURE FROM FIRST SCHOOL:	
		ARRIVAL AT COMBO SCHOOL:	
	XXXXXXXXXX	DEPARTURE FROM COMBO SCHOOL:	
		FIRST TRIP - LAST PUPIL UNLOADED	
		ARRIVAL AT SECOND SCHOOL:	
	XXXXXXXXXX	DEPARTURE FROM SECOND SCHOOL:	
		ARRIVAL AT COMBO SCHOOL:	
	XXXXXXXXXX	DEPARTURE FROM COMBO SCHOOL:	
		SECOND TRIP - LAST PUPIL UNLOADED	P.M. TIME
		ARRIVAL AT THIRD SCHOOL:	
	XXXXXXXXXX	DEPARTURE FROM THIRD SCHOOL:	
		THIRD TRIP - LAST PUPIL UNLOADED	
		ARRIVAL AT FORTH SCHOOL:	
	XXXXXXXXXX	DEPARTURE FROM FORTH SCHOOL:	
		FORTH TRIP - LAST PUPIL UNLOADED	
		ENDING OF P.M. RUN (AT GARAGE):	

<p>OFFICE USE:</p> <p>_____ BEGINNING MILEAGE</p> <p>_____ MILES</p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">RUN</td> <td style="border-bottom: 1px solid black;"><i>1ST</i></td> <td style="border-bottom: 1px solid black;"><i>2ND</i></td> <td style="border-bottom: 1px solid black;"><i>3RD</i></td> <td style="border-bottom: 1px solid black;"><i>4TH</i></td> </tr> <tr> <td>Public Pupils</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Non-Public</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>TOTAL</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	RUN	<i>1ST</i>	<i>2ND</i>	<i>3RD</i>	<i>4TH</i>	Public Pupils	_____	_____	_____	_____	Non-Public	_____	_____	_____	_____	TOTAL	_____	_____	_____	_____	<p>Time: _____</p> <p>Reverse Side</p> <p>Time: _____</p> <p>TOTAL TIME: _____</p> <p>Adjusted Total</p> <p>Time: _____</p>
RUN	<i>1ST</i>	<i>2ND</i>	<i>3RD</i>	<i>4TH</i>																		
Public Pupils	_____	_____	_____	_____																		
Non-Public	_____	_____	_____	_____																		
TOTAL	_____	_____	_____	_____																		

TIME	ODOMETER READING	Midday Runs	OFFICE USE ONLY
		BEGINNING OF A.M. RUN (AT GARAGE)	
		FIRST TRIP - FIRST PUPIL PICK UP	
		AT FIRST SCHOOL	
	← Indicate Time	BEGINNING OF LAY-OVER TIME (if any)	
	← Indicate Time	END OF LAY-OVER TIME	
		CAREER & TECH TRIP - AT TECH CTR.	
		END OF A.M. RUN (AT GARAGE)	
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		BEGINNING OF MID-DAY RUN (AT GARAGE)	
		PICK UP AT HOME SCHOOL	
		CAREER & TECH TRIP - AT TECH CTR.	
		CAREER & TECH TRIP TO SCHOOL	
		END OF MID-DAY RUN (AT GARAGE)	
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		BEGINNING OF P.M. RUN (AT GARAGE)	
		CAREER & TECH TRIP - AT TECH CTR.	
		TECH TRIP - P.M. RUN - AT SCHOOL	
OFFICE USE _____ BEGINNING MILEAGE _____ TOTAL MILES			_____ VO-TECH TIME
PRE-K RUNS			
		BEGINNING OF A.M. RUN (AT GARAGE):	
		ARRIVAL AT SCHOOL:	
	XXXXXXXX	DEPART FROM SCHOOL:	
		LAY-OVER TIME	
		ARRIVAL AT SCHOOL	
		END OF RUN (AT GARAGE)	
OFFICE USE _____ BEGINNING MILEAGE _____ TOTAL MILES			
DRIVER'S SIGNATURE: _____ I, hereby, certify that the driver whose signature appears above has received a minimum of 6 hours of inservice training, a physical examination and is covered with Workmen's Compensation Insurance for the current school year. Also, I certify that required pre-trip and post operational inspections are completed and the information provided to the Wicomico County Board of Education on this form is correct and accurate. CONTRACTOR'S SIGNATURE: _____ DATE: _____			