

St. Patrick Bus Reservation Form

- The bus is for School and Parish use only.
- You must arrange your own school approved driver.
- Completed form submitted to the school office at least 10 days prior to the event.
- Office personnel will check for availability and conflicts.*
- This form will then be submitted to the Transportation Supervisor for approval and recorded on the master calendar in the parish/school office.
- Rules for bus usage:
 - All groups are responsible for any and all damages.
 - The driver must complete the Daily Pre-Trip Inspection Form and leave it on the clipboard.
 - The sponsor/contact person must be present during the activity and is responsible for returning the bus to prior condition. If a maintenance person is called in to restore/clean the bus, the group will be charged accordingly. (Pick up and close windows.)
 - If a problem occurs during the function, the sponsor/contact person will notify the transportation supervisor immediately.

Approved Drivers

Gary Fedewa	517-927-0798		Al Schrauben	517-647-4863
Randy Hodge	517-282-3247		Terry Schrauben	517-647-2270
Don Gunderman	517-743-1543		Bill Vallier	517-647-2225
Ben Cross	517-526-5144			

Group Using:			
Destination Name:			
Destination Address:			
Purpose:			
# of Students/Staff:		Cost per Student: (from Transportation)	
Departure Date:		Departure Time:	
Return Date:		Return Time:	
Driver:			
Contact Person/ Sponsor:			
Contact Phone:		Date:	
T. S. Approval:		Date:	
Recorded By:		Date:	

pc: contact person, bus, school office

Daily Pre-Trip Inspection Form

Driver _____ Date _____

Mileage (B) _____ (E) _____

Time _____ a.m. _____ p.m. / _____ Items Ok _____ Items Need Repair _____

Is there body damage a.m. ___yes ___no/p.m. ___yes ___no.

Damage report completed? _____

FRONT OF BUS

AM PM
 ___ Leaks(Oil,Water)
 ___ Belts-Cond. Tension ¾
 ___ Hoses-Condition-Leaks
 ___ Washer Fluid (Thomas)

ENTER BUS

AM PM
 ___ Fuses, Fire Ext. Triangles
 ___ Washer Fluid (Wayne) Horn
 ___ First Aid Kit

START ENGINE

AM PM
 ___ Brakes On
 ___ Gear Shift in Neutral
 ___ Check Oil Pres (20 Sec)
 ___ Voltmeter (13.5-14.2)
 ___ Fuel Gauge (No less than ½)
 ___ Check & Adjust Mirrors

INTERIOR

AM PM
 ___ Cond. & Cleanliness
 ___ Windshield Washer, Wipers
 ___ Heaters, Defrosters, Fans
 ___ Interior Lights
 ___ All Exterior Lights On

EXTERIOR CHECK

AM PM
 ___ Right Front Wheel, Tire, Lug
 ___ Right Mirrors, Fender

FRONT OF BUS

AM PM
 ___ School Warning Flashers
 ___ Clearance Lights
 ___ Windshields
 ___ Turn Signals
 ___ Headlights (Low, High Beam)
 ___ Convex Mirrors
 ___ Under Bus (Leaks)

LEFT SIDE

AM PM
 ___ Front Wheel, Lug, Tires
 ___ Battery Box (Closed)
 ___ Windows (Broken)
 ___ Center Clearance Light
 ___ Center Reflector
 ___ Rear Wheel, Tires, Lugs
 ___ Rear Axle Seal
 ___ Rear Clearance Lights
 ___ Rear Reflector
 ___ Rear Reflector
 ___ Stop Arm

REAR OF BUS

AM PM
 ___ Clearance Lights
 ___ School Warning Flashers
 ___ Rear Glass Clean
 ___ Emergency Door (Operation)
 ___ Running & Tail Lights
 ___ Tailpipe

RIGHT SIDE

AM PM
 ___ Clearance Light
 ___ Rear Reflector
 ___ Windows (Broken)
 ___ Rear Wheel, Tires, Lugs
 ___ Rear Axle Seal
 ___ Center Clearance Light
 ___ Center Reflector
 ___ Lift Door (Operation)
 ___ Lift (Operation)
 ___ Fuel Cap On

INTERIOR OF BUS

AM PM
 ___ Wheelchair Locks
 ___ Seats (Condition)
 ___ Emergency Door (Buzzer)
 List all items in need of repair on work Order
TURN INTO OFFICE AT END OF DAY

Signature