

# Motorcoach Pre-Trip Inspection Request:

*NOTE: Trip cannot proceed if all of the following information is not provided.*

Name of School: \_\_\_\_\_

School Group: \_\_\_\_\_

School Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Scheduled Time of Departure: \_\_\_\_\_

Time buses are to arrive before departure: \_\_\_\_\_

Number of Buses: \_\_\_\_\_

Submit this form along with a copy of the charter order conformation and the Motor Coach Contract Addendum for this specific trip.

Pre-trip charter bus inspection requested on \_\_\_\_\_ by \_\_\_\_\_.

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Completed by Transportation Personnel

Trip inspection request assigned to : \_\_\_\_\_