

Motorcoach Pre-Trip Inspections Request:

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

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

Name of School: _____

School Group: _____

School Contact Person: _____

Telephone: _____

Date of Departure: _____

Scheduled Time of Departure: _____

Times buses are to arrive before departure: _____

Number of Buses: _____

Date of this request: _____ by _____

To be completed by Transportation Personnel

Pre-Trip inspection request assigned to: _____

Signature of Mechanic completing Pre-Trip Inspection Date

Signature of School Administrator / Designee present at Pre-Trip Inspection Date