

EXTRA-CURRICULAR TRIP LOG

DRIVER NAME: _____

Trip Logs due by noon on the 7th of each month!

DATE	ACTIVITY & DESTINATION	START TIME	END TIME	TOTAL HRS & MIN*	BEGINNING MILEAGE	ENDING MILEAGE	TOTAL MILEAGE	VEHICLE USED	VEHICLE CHECK**	
									B	A

* ROUND TO NEAREST 15 MINUTE INTERVALS
(7 min. or less to previous, 8 min. or more to next)

**Vehicles need to be checked for cleanliness and personal items before and after each trip.

DRIVER SIGNATURE _____

TRANS. DIRECTOR _____

WHITE COPY: CENTRAL OFFICE

YELLOW COPY: HIGH SCHOOL

PINK COPY: EMPLOYEE

CENTRAL OFFICE USE ONLY	
PAY CODES	HOURS
226..... PE	_____
227..... PE	_____
228..... ATHL	_____
229..... FLD	_____
230..... CLUB	_____
231..... ATHL	_____
232..... FLD	_____
233..... CLUB	_____
244..... SPED	_____
245..... SPED	_____
251..... SPED RTE	_____