

# Transportation Trip Ticket



Cheney Public Schools Transportation Department  
2736 North 6th Street  
Cheney, WA 99004  
Phone: 509-559-4523  
Fax: 509-235-5406  
www.cheneyisd.org

Date/Time Field

School

Trip Purpose

Number of Pupils (Include coaches, chaperones, managers)

Coach or Supervisor

Destination City

Specific Location

School Departure Time  Estimated School Return Time

Check here if driver is required for supervision

Authorized By  Budget Code

Type of Vehicle Requested  Bus  Utility Vehicle  District Vehicle

Name of Driver (if other than CSD transportation employee)  
NAME:

## Transportation Use Only

Bus Number  Mileage  Hours

Depart Time From Compound  Return to Compound  Pupil Count

**Evac drill completed per WAC 392-145-080**

Driver Initials  Supervising Adult Initials

Certificated persons accompanying students on trips are primarily responsible for student conduct, however, the bus driver has final authority and responsibility. Approval of this trip is granted by the authority of the Board of Directors' Policy Number 3545.