

COACH/DRIVER'S TRIP REPORT

This form must be completed by coaches driving MCSD vehicles for athletic events before compensation can be made. A completed Transportation Dept. Trip Request (*form MD 041 - available at each school*) is also required by Transportation for approval when coaches are driving school buses to athletic events.

Date _____ Driver's Name: _____

Bus # _____ Reporting School: _____

Athletic Team: _____ Coach/Driver Driver Only

Destination: _____

Odometer from loading location: _____

Odometer from unloading location: _____

Total Mileage: _____

Arrival Time to School: _____

Scheduled Departure Time: _____

Actual time out: _____

Destination Arrival Time: _____

Wait time at Destination (Driver's Only - not Coach/Drivers): _____

Departure time from Destination: _____

Actual Arrival Time Back: _____

School Official Verification of miles/hours: _____

Driver's Signature: _____

Comments: