



JROTC Bus Report Form

Use a separate form for each bus.

Trip Information must be completed by the Instructor & Signed by the driver.

Driver Information & Overtime Verification							
Drivers Name:							
Phone Number:							
Bus Number:							
Date of Trip:							
Trip Destination:							
Type of Trip:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">One Way</td> <td style="width: 33%;">Round Trip (No Wait Time)</td> <td style="width: 33%;">Multi-Destination</td> </tr> <tr> <td>Drop Off Trip</td> <td>Round Trip (with Wait Time)</td> <td>_____</td> </tr> </table>	One Way	Round Trip (No Wait Time)	Multi-Destination	Drop Off Trip	Round Trip (with Wait Time)	_____
One Way	Round Trip (No Wait Time)	Multi-Destination					
Drop Off Trip	Round Trip (with Wait Time)	_____					
Pickup Time:							
Return Time::							
Total Time of Trip:							
No Overtime Verification:	<p style="text-align: center;">Total Pay Period for driver does not exceed 40 hours</p> <p style="text-align: center;">This information must be obtained from the driver and the above block checked.</p>						
Number of Cadets:							
Number of Chaperones:							
Name of the JROTC Instructor on the Bus:							

Driver Signature	Date
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This form must be faxed or emailed to the JROTC Specialist the first duty day following the trip's conclusion.