

**BUS REQUEST FORM
PANOLA COLLEGE**

TRIP TICKET #: _____
 DRIVER: _____
(office use only)

Request DATE: _____

Vehicle: **GLAVEL** **DINA**

Departure Date: _____

Departure Time: _____ A.M. P.M.

Destination: _____

Address: _____

Requesting Sponsor: _____

Department: _____

Return Time: _____ Return Date: _____

Number of Passengers: _____

For the pager: enter call back #, then22 (for BB) ##, so I will know which team.**

903-694-1123 **625 (for MBK)##

Cell # 903-692-2815 **925 (for WBK)##

Office # 903-693-1111 **82 (for VB)##

Sheila Ritter, Campus Police

Driver's Report

ENGINE HRS START _____ ENGINE HRS END _____

Starting Mileage: _____

Ending Mileage: _____

TOTAL MILES: _____
(office use)

TOTAL TIME: _____
(office use)

Begin Driver Time: _____

End Driver Time: _____

Person Assigning Trip

Signature of Driver

{This form must be signed for duty to be paid.}

Destination Special Instructions:			
Map attached? Y N Itinerary? Y N			
FUEL			
Card	Mileage	Gallons	Cost