



**LISTUGUJ**  
EDUCATION, TRAINING & EMPLOYMENT

# BUS APPLICATION CURRICULAR TRIPS

Listuguj Education, Training & Employment  
1 Riverside West Listuguj, Qc G0C 2R0  
Phone: 418-788-2248 Fax: 418-788-5980

## Application for Curricular Trips

Application for the use of buses must be submitted at least **Five (5) days** prior to the date of the proposed trip.

Class: \_\_\_\_\_

Name of Supervisor/Applicant: \_\_\_\_\_

Date(s) : \_\_\_\_\_

Destination: \_\_\_\_\_

School : \_\_\_\_\_

Departure time from : \_\_\_\_\_

Return time back at : \_\_\_\_\_

No. of  
Pupils/Passagers: \_\_\_\_\_ extras: \_\_\_\_\_

## Office Use Only

Date Received:

Approved by:

Driver(s) Assigned:

Bus No:

Spare Bus Driver (if required)

## Bus Trip Report (to be filled by the driver)

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Departure time : \_\_\_\_\_

Return time : \_\_\_\_\_

Total hours : \_\_\_\_\_

Total KM : \_\_\_\_\_

## Office Use Only

(to be filled by Transportation Manager)

Hours \_\_\_\_\_ Total \_\_\_\_\_ Code \_\_\_\_\_

Regular hours: \_\_\_\_\_

Other Expense: \_\_\_\_\_

Invoice to:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Transportation Manager signature