



**Weston Public Schools**  
**Trip Mileage**

Finance and Operations Office  
 89 Wellesley Street  
 Weston, MA 02493

<b>Procedure:</b>	Trip Mileage Report	<b>Revised Date:</b>	May, 2012
<b>Policy:</b> To track bus usage, fuel efficiency and generate chargeback amount.			
The purpose of the Field Trip Mileage sheet is to accurately track the mileage associated with a particular field trip.			
<b>Completed By:</b>	Bus Driver and Teacher in Charge	<b>Reviewed By:</b>	Transportation Administrative Assistant
<b>Approved By:</b>	Transportation Coordinator	<b>Entered By:</b>	Transportation Administrative Assistant
<b>Form Title:</b>	Trip Mileage Report	<b>Estimated Time Frame:</b>	5 Business Days
<b>Process for Completion:</b>			
<p>Field trips provide an important supplement to the curriculum for all grade levels. Since Weston Public Schools (WPS) provides the transportation in town-owned vehicles, tracking usage of vehicles provide important information to the Transportation Office.</p> <p>The Bus Driver is responsible for completing:</p> <ol style="list-style-type: none"> <li>1. Date and destination of trip;</li> <li>2. Name and bus number; and</li> <li>3. Mileage (start and end) to the destination and back home.</li> </ol> <p>The Teacher Chaperone is responsible for completing:</p> <ol style="list-style-type: none"> <li>1. Name;</li> <li>2. Time bus returned to the school; and</li> <li>3. Comments (if necessary).</li> </ol> <p>A pink copy of the form is given to the Chaperone when the bus arrives back at the school.</p> <p>The completed form is returned to the Transportation Administrative Assistant. This form is used to track bus mileage, fuel efficiency, and cost calculations.</p>			
<b>For additional information, please contact:</b>			
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<b>External URL:</b>	www.westonschools.org		
<b>Weston School Committee Policy:</b>	Student Transportation Services, EEA/EEAA/EEAC; School Bus Safety, EEAE; Student Transportation in Private Vehicles, EEAG		