

**PLEASE SEE REVERSE FOR INSTRUCTIONS ON COMPLETING THIS FORM**

**EAST CONTRA COSTA SCHOOLS TRANSPORTATION DEPARTMENT**

**Bus Trip Request Form**

**SECTION ONE:**

Date of Trip: S M T W TH F S \_\_\_\_\_

Departure Time: \_\_\_\_\_ Approx. Return Time to School: \_\_\_\_\_

Class (Grade) or Group \_\_\_\_\_ # of Passengers \_\_\_\_\_

School \_\_\_\_\_ Teacher in charge \_\_\_\_\_

Destination \_\_\_\_\_

Is bus required to stay at destination site? yes \_\_\_ no \_\_\_ Purpose of trip \_\_\_\_\_

*\*(See attached note on instruction sheet)*

Other stops \_\_\_\_\_

**SECTION TWO:**

**COMPLETED FORMS MUST INCLUDE ADMINISTRATOR'S SIGNATURE BELOW.** Permission is granted for the use of a bus for the above trip subject to the rules and regulations governing such trips and upon approval from the Transportation Department.

Approved By: \_\_\_\_\_

**(Administrator's Signature Required)**

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

**SECTION THREE:**

Billing:

P.O. # \_\_\_\_\_

-

SACS # \_\_\_\_\_

-

Other \_\_\_\_\_

**TRANSPORTATION DEPARTMENT USE ONLY:**

Driver \_\_\_\_\_ Bus # \_\_\_\_\_

Time out \_\_\_\_\_ Time in \_\_\_\_\_ Passenger count \_\_\_\_\_

Beginning odometer \_\_\_\_\_ Ending odometer \_\_\_\_\_ Total miles \_\_\_\_\_

Meal approval: yes \_\_\_ no \_\_\_ Meal amount \_\_\_\_\_

Bridge toll: yes \_\_\_ no \_\_\_ Toll amount \_\_\_\_\_

Remarks: \_\_\_\_\_

**Bus Evacuation Drill:**

Teacher \_\_\_\_\_ Length of Drill \_\_\_\_\_

# of students involved \_\_\_\_\_ Door Used: SIDE FRONT REAR TOP

**TRANSPORTATION DEPARTMENT USE ONLY:**

Transportation Dept. Approval \_\_\_\_\_ Date \_\_\_\_\_

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Please fill out **sections one, two and three** completely **before returning this form to the Transportation Department.**

**Section one:** Please provide trip date, departure & return times, class or group (i.e., band, boys soccer etc.), estimated # of passengers, school, teacher in charge, destination, any other anticipated stops and purpose of trip (i.e., sports league or non-league, science fieldtrip, math fieldtrip).

**Section two:** This section **must** be signed by an administrator prior to returning this form to the Transportation Department.

**Section three:** If paying for trip with a district P.O., please include your P.O.#, sacs# is for inter-district only, if billing any other way, (i.e., student accounts, contra costa water, band boosters, etc.) Please provide that information here.

**Special Note:** If trip is more than 4 hrs in duration and driver is required to stay at destination, driver will be reimbursed cost of meal and will be allowed to purchase beforehand.

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**Completed and signed** form must be returned to the Transportation Department **at least 2 weeks prior to the day of the trip** in order for us to guarantee your bus reservation.

A district purchase order should be received in the Transportation Department prior to the day of the trip.

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Completed forms can be returned by fax to: 634-7965 or by intra-district mail.

If you have any questions, please call Transportation at: 634-2700

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