

UNIVERSITY PLACE SCHOOL DISTRICT

SPORTS TRANSPORTATION REQUEST

ATHLETIC DIR/COACH: Use transportation estimate tool to attain estimate for trip if needed. Include estimate if needed when submitting for approval signatures. Once signed, send copy to Transportation Department to finalize vehicle booking.

Date of Request: _____ Coaches Name: _____

School: _____ # of Students: _____ # of Coaches/Chaperones: _____

Destination Name & Address: _____

Departure Date: _____ Time: _____ AM or PM

Return Time: _____ AM or PM

Day(s) of Trip: MON TUE WED THU FRI SAT SUN

CHS/CJH Only Load Location: Reader board Pool Lot 40th St. "Load Zone" CJH Bus Circle
 East Parking Lot (Sat./Sun. only) CJH Field (Grandview)

Drop Off & Return: YES NO (Choose YES if you want bus to leave and return later to pick you up.)

If this is a Drop & Return, what time does the driver need to be back to load students? _____ AM or PM

Requires Undercarriage? YES NO Preferred method: BUS VAN

If vans are requested, will there be any staff drivers? YES NO If yes, please name drivers:

COACH/TEACHER'S NAME: _____
(PRINTED) (SIGNATURE)

PRINCIPAL'S SIGNATURE: _____ Date: _____

Remember only 55 bodies to a bus.

Field trip information (please be advised of the following)

1. Charges = **\$32.25 per hour + \$1.62 per mile** (district buses only; includes driver + 15 minute trip check)
2. Be prepared to pay any parking/ferry/bridge toll charges.
3. There must be an adult chaperone on every field trip / sports activity bus. The driver will not leave until the chaperone is on the bus.
4. A building administrator must sign all requests.
5. All requests must have an account code.
6. Trips will not be scheduled unless the form is submitted, with all information provided.
7. Trips scheduled to return to school after 1:45 pm, could be subject to charter.
8. If you use charter buses, higher rates would apply.

Dawnett Wright, Transportation Director