

# UNIVERSITY PLACE SCHOOL DISTRICT

## TRANSPORTATION REQUEST

**FIELD TRIP TEACHER: Use transportation estimate tool to attain estimate for trip. Include form with estimate when submitting for approval signatures. Once signed, send copy to Transportation Department to finalize vehicle booking.**

Date of Request: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

School \_\_\_\_\_ Number of Students \_\_\_\_\_ Number of Coaches/Chaperones \_\_\_\_\_

Destination Name & Address: \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_

Return Date \_\_\_\_\_ Time \_\_\_\_\_

Day(s) of Trip: Depart on \_\_\_\_\_ Return on \_\_\_\_\_

Load Time at School: \_\_\_\_\_ Estimated Return Time to School: \_\_\_\_\_

**CHS Only** Load Location: \_\_\_\_\_

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? \_\_\_\_\_

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)

Sport or Activity: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Charge This Trip To: Building ASB Account Code:

**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**