

FIELD TRIP ESTIMATE REQUEST

Estimates for field trips will be responded to by email or fax as soon as possible after receipt of this completed request. Please ensure all sections are completed to enable us to expedite the processing of your request. Please note:

- › Complete the **SCHOOL USE** portion of this form only
- › **Fax** the completed form to the Transportation Dispatcher at **250-748-2132** or **email** to transportationdispatch@sd79.bc.ca
- › Keep your copy for your records
- › A **RECEIVED** and signed estimate will be faxed or emailed back to the school secretary
- › This form does NOT constitute a booking
- › A **Transportation Request form** is still required **10 clear teaching days** before the field trip date
- › If you decide to book a field trip from this estimate please use this **field trip reference number** on your transportation request form.

SCHOOL USE

SCHOOL REQUESTING TRANSPORT			REQUESTING TEACHER NAME		CONTACT PHONE #
PLANNED ACTIVITY & TIME			TODAY'S DATE	DAY REQUIRED	DATE REQUIRED
LOAD TIME	DEPART TIME	POINT OF DEPARTURE (usually your school)	DESTINATION (where you're going)		ARRIVAL TIME
LOAD TIME	DEPART TIME	SECOND POINT OF DEPARTURE (if you're going to multiple places)	DESTINATION		ARRIVAL TIME
LOAD TIME	DEPART TIME	THIRD POINT OF DEPARTURE (if you're going to multiple places)	DESTINATION		ARRIVAL TIME
LOAD TIME	DEPART TIME	FOURTH POINT OF DEPARTURE (if you're going to multiple places)	DESTINATION		ARRIVAL TIME
LOAD TIME	DEPART TIME	FINAL POINT OF DEPARTURE	RETURN DESTINATION (usually your school)		RETURN TIME
› There are 28 seats on a bus. One bus can legally & safely carry 84 Grade K to 5 students (3 per seat) or 56 Grade 6 students & adults (2 per seat) or a combination there of. Please enter the maximum number of actual people that may be on this field trip. › Itinerary to be attached if more Point of Departure space is needed. › We do not have a large wheel chair bus – unless you only have a few students going plus a wheel chair 2 buses will be needed.			NUMBER OF STUDENTS		# OF ADULTS
			GR K-5	GR 6-12	
			WHEELCHAIR REQUIRED? <input type="checkbox"/> HARNES REQUIRED? <input type="checkbox"/> **PLEASE CONTACT TRANSPORTATION AT 250-748-1066 EXT 273 TO GIVE PARTICULARS SO BUS IS PROPERLY EQUIPED		

DISPATCHER USE

# OF BUSES/DRIVERS	PRETRIP/END OF RUN	DEPART TIME	RTN/START OF RUN	TOTAL SIT TIME	TOTAL DRIVE TIME	TOTAL DRIVER TIME
COMMENTS:						ESTIMATED COST
						\$
FIELD TRIP REFERENCE #	PLEASE NOTE THAT THIS IS AN ESTIMATE ONLY. THE ACTUAL COST WILL VARY DEPENDING ON ACTUAL TIMES.			ESTIMATED BY DISPATCHER	DATE	