FIELD TRIP TRANSPORTATION REQUEST



Please follow the below instructions to ensure your request is processed in a timely manner:

- Please ensure there are 10 (ten) clear teaching days notice for each request
- Itinerary to be attached if more Point of Departure space is needed
- · Complete the SCHOOL USE portion of this form only. Include the reference # from your estimate if you have one
- 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 CONFIRMATION** will be emailed to the school secretary.

Please note:

- The driver shall be in complete charge of the school district bus at all times
- There shall be no unauthorized stops or rerouting

	SCHOOL REQUESTING TRANSPORT			TEACHER CONTACT NAME			CONTACT PHONE #			PRINCIPAL'S SIGNATURE		
PLANNED ACTIVITY & TIME			TODAY'S DATE (yyyy-MM-d			d) DAY REQUIRED (Monday, Tue:			DATE REQUIRED (yyyy-MM-dd			
LOAD TIME DEPART TIME POINT OF DEPARTU			TURE (usually your school)			DESTINATION (where you're going)			ARRIVAL TIME			
LOAD TIME	DEPART TIME	SECOND POINT	OF DEPARTURE life	F DEPARTURE (if you're going to multiple places)			DESTINATION				ARRIVAL TIM	
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LOAD TIME	DEPART TIME	THIRD POINT OF DEPARTURE (if you're going to multiple places)				DESTINATION					ARRIVAL TIM	
LOAD TIME	DEPART TIME	FOURTH POINT OF DEPARTURE (if you're going to multiple places)				DESTINATION					ARRIVAL TIM	
LOAD TIME	DEPART TIME	FINAL POINT OF DEPARTURE				RETURN DESTINATION (usually your school)				RETURN TIMI		
There are 2	ous can legall	s can legally & safely carry			NUMBER OF STUDENTS				# OF			
	-	t) or 56 Grade 6 students &			GR K-5			GR 6-12	ADULTS			
			on there of. P									
maximum n trip.	number of a	ctual peopl	e that may b	e on this	field	WHEELO	CHAIR R	EQUIRED?		HARNESS R	EQUIRED?	
We do not l	have a large	wheel cha	ir bus – unles	ss you on	ly have a	**PLEA	SE CO	NTACT TR	ANSPORT.	ATION AT 2	50-748-1066 EX	
few student	ts going plu	s a wheel cl	hair 2 buses v	will be ne	eeded.	273 TO	GIVE I	PARTICUL/	ARS SO BL	<mark>JS IS PROPE</mark>	RLY EQUIPPED	
SPATCHER	RECEIVE	חם										
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