

NATIONAL SCHOOL DISTRICT
SCHOOL BUS TRANSPORTATION REQUEST FORM

SCHOOL / ORGANIZATION:		DESTINATION:	
DATE BUS REQUIRED:		TEACHER(S):	
		EXT.	
<input type="checkbox"/> This trip has been APPROVED by my administrator		(Day of Trip) CELL PHONE: ()	
DEPART SCHOOL AT:		DEPART DESTINATION AT:	
STANDARD DEPARTURE 9:00 AM		*STANDARD RETURN 1:30PM (12:15PM MODIFIED DAYS)	
# OF STUDENTS / ADULTS:	NUMBER OF WHEELCHAIRS:	GRADE:	WILL THE BUS BE REQUIRED TO STAY AT THE DESTINATION? <input type="radio"/> YES <input type="radio"/> NO
_____ / _____			

COMMENTS / DIRECTIONS / INSTRUCTIONS / SPECIAL NEEDS:

BUDGET ACCOUNT #						or SEND BILL TO:	
Fund	Resource	Goal	Function	Object	Sch		
				5710 650			
APPROVED						DATE	
PRINCIPAL / SITE ADMINISTRATOR / SUPERVISOR							

After entering your details, use **SAVE AS...** to save the completed form to your computer as a PDF.
 Attach that PDF to an e-mail and send it to **BOTH**
Raul.Chavez@national.k12.ca.us and Holly.Bauer@national.k12.ca.us.
*****Please PRINT a copy for your records*****

FOR TRANSPORTATION DEPARTMENT USE BELOW THIS LINE							
REQUEST CONFIRMED: <input type="checkbox"/> Mailed or Faxed to School				AFTER HOURS DRIVER INSTRUCTIONS: <input type="checkbox"/> Phone <input type="checkbox"/> Bus Keys <input type="checkbox"/> Gate Keys			
TRIP # _____							
BUS	DRIVER	<input type="radio"/> Take & Return <input type="radio"/> Stay <input type="radio"/> Take Only <input type="radio"/> Return Only	MILES	START TIME	END TIME	HOURS	
BUS	DRIVER	<input type="radio"/> Take & Return <input type="radio"/> Stay <input type="radio"/> Take Only <input type="radio"/> Return Only	MILES	START TIME	END TIME	HOURS	
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BUS	DRIVER	<input type="radio"/> Take & Return <input type="radio"/> Stay <input type="radio"/> Take Only <input type="radio"/> Return Only	MILES	START TIME	END TIME	HOURS	
* HOURLY RATE: _____ x _____ = _____				TOTAL HOURS:			
PRE-TRIP SAFETY INSTRUCTION HAS BEEN ACCOMPLISHED: DRIVERS SIGNATURE			STANDARD RATE: _____ x _____ = _____ Rate X Number of Buses		FINAL COST \$		