

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							
PRINCIPAL / SITE ADMINISTRATOR / SUPERVISOR						DATE	

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](mailto:Raul.Chavez@national.k12.ca.us) and [Holly.Bauer@national.k12.ca.us](mailto:Holly.Bauer@national.k12.ca.us).  
**\*\*\*Please PRINT a copy for your records\*\*\***

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