

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: | | | | 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 |
| | | <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 |
| | | <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 |
| | | <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 |
| * HOURLY RATE: _____ x _____ = _____ | | | | TOTAL HOURS: _____ | | | |
| PRE-TRIP SAFETY INSTRUCTION HAS BEEN ACCOMPLISHED: | | | | STANDARD RATE: | | FINAL COST | |
| DRIVERS SIGNATURE _____ | | | | _____ x _____ = _____ Rate X Number of Buses | | \$ _____ | |