

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

TRANSPORTATION REQUEST (SAMPLE)

(Please PRINT CLEARLY)

Pseudo Account # \_\_\_\_\_ School/Site: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher/Coach \_\_\_\_\_ Cell Phone # during trip (\_\_\_\_) \_\_\_\_\_

Phone # during school hours: (\_\_\_\_) \_\_\_\_\_ Phone # after school hours (\_\_\_\_) \_\_\_\_\_

Class Subject/Team/Group \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Time of Return to School: \_\_\_\_\_

Number of students: \_\_\_\_\_ Number of Adult Chaperones: \_\_\_\_\_

Please check one:

- Drop group off and return later to pick up.
- Driver/vehicle stay with group.

Distance (mileage one way) \_\_\_\_\_ Destination and address (attach map and/or directions): \_\_\_\_\_

Special Arrangements/accommodations (lunch, wheelchair lift etc.) \_\_\_\_\_

Transportation Availability Verification

(562) 799-4592 x81113

Date Verified \_\_\_\_\_

Transportation Person Making Verification \_\_\_\_\_

- Transportation requests will be scheduled around daily school routes.
- It may be necessary to legally seat 3 students to a seat due to cost and availability of busses.
- TBA times, dates, locations and cancellation changes need to be updated as soon as the Teacher/Coach has knowledge.
- Conduct of the students will be the responsibility of the Teacher, Coach or Adult Chaperones. The driver will distribute rules at the time of the trip.
- Trash on the bus may result in an additional one-hour fee charged to group. Please inspect its condition at the end of trip.
- A return past midnight on a school night will result in additional costs.

Teacher's signature \_\_\_\_\_  
(Print Name) \_\_\_\_\_

Principal's approval \_\_\_\_\_  
(Print Name) \_\_\_\_\_

TRANSPORTATION USE ONLY

Trip No. \_\_\_\_\_

TIME		ODOMETER		
Leave _____	Finish _____	Start _____	Total miles _____	Bus Number _____
Return _____				Passengers _____
Total _____				Driver _____

BUSINESS OFFICE USE ONLY

Trip Cost \_\_\_\_\_ Fuel Used \_\_\_\_\_

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