



COAST UNIFIED SCHOOL DISTRICT
TRANSPORTATION REQUEST FORM

Request must be submitted at least two weeks in advance
PLEASE FILL OUT AND SUBMIT A SEPARATE FORM FOR EACH TRIP

Teachers/Coaches:

Print and fill in the top portion of this form by hand (please print). When finished, turn it in to your site administrator for approval. There is an electronic fillable form available for your convenience (contact Transportation if you need one).

SCHOOL REQUESTING: TODAY'S DATE:

TYPE OF TRANSPORTATION REQUESTED: CUSD School Bus Van Charter Bus\* Van & Bus
\*The Transportation Department must make arrangements for charter buses\*

DAY OF TRIP: DATE OF TRIP: GRADE LEVEL:

PICK-UP TIME: RETURN TO SCHOOL TIME:

DESTINATION:

ADDRESS:

FOOD STOP: YES NO REST STOP: YES NO \*\*Stop location(s) will be at driver's discretion based upon bus accessibility\*\*
(Please circle YES or NO for food and rest stop)

COMMENTS:

ESTIMATED MILES: X COST PER MILE = ESTIMATED COST: \$
Vans \$1.50 / Buses \$5.00

TOTAL # OF PASSENGERS: # OF VEHICLES REQUESTED:

DESCRIPTION OF EVENT:

NAME OF ACCOUNT / ACCOUNT # (SOURCE OF FUNDING):

REQUESTED BY / TEACHER IN CHARGE:

ALL STOPS MUST BE ON THIS FORM AND APPROVED PRIOR TO THE TRIP; DRIVERS ARE NOT PERMITTED TO MAKE ANY UNSCHEDULED STOPS

APPROVALS

Approved By: Principal Date Approved By: Director of M.O.T. Date

Approved By: Chief Business Official Date Approved By: Superintendent Date

TRANSPORTATION DEPARTMENT USE ONLY

Trip # 2223-

Driver: Bus #: Start Time: End Time: Total Time:

Beginning Mileage: Ending Mileage: Total Miles: @ \$ 5.00 /Mile = \$

ACTIVITY TRIPS SAFETY INSTRUCTIONS

Demonstrate the operation of the door (air and emergency manual). Show how to operate the parking brake. Show the location of, and explain how to operate, all emergency exits (including windows and roof hatches). Show the location of all emergency equipment (fire extinguisher, first aid kit, road reflectors. Briefly explain the bus rules and that if you have to make a stop at a railroad crossing, there may be no talking while stopped at the tracks.

DRIVER CERTIFICATION AND SIGNATURE

I certify that the safety instructions were completed for this trip. I also certify that the miles and hours listed on this form are accurate to the best of my knowledge. In addition, I certify that a student check was completed at the end of the trip.

Driver's Signature: Date: Safety Instruction Time Spent:

Van #(s): Total Miles for All Vans: @ \$ 1.50 /Mile = \$