



**LOS ALAMITOS UNIFIED SCHOOL DISTRICT
TRANSPORTATION REQUEST
(562)799-4592 ext. 81113**

SUBMISSION DATE: _____

DISTRICT OR CHARTER: _____

REQUESTOR

TRIP # _____

Name: _____

Title/Position: _____

Group/Team: _____

School/Site: _____

Daytime Phone: _____

Cell Phone during trip: _____

DESTINATION

Location: _____

Address: _____

Students: _____ **Chaperones:** _____ **Total Passengers:** _____ 0

	Trip Date	Location	Arrival Time to Load	Start Travel Time
Pickup				
Return				

SPECIAL ARRANGEMENTS/ACCOMODATIONS

- | | |
|---|--|
| <input type="checkbox"/> Driver & vehicle stay with group | <input type="checkbox"/> Drop& Return (may be a different driver/bus, so you may have to remove all items) |
| <input type="checkbox"/> Storage for specialty equipment | <input type="checkbox"/> Wheelchair lift |
| <input type="checkbox"/> Stop for meal | <input type="checkbox"/> Other: _____ |

APPROVAL & BUDGET

Requestor's Signature: _____

Principal's Signature: _____

Bill (ASB/PTA/Booster/etc): _____

Print Name: _____

Budget: District Bus: _____ - **5719**

Charter (3rd Party): _____ - **5800**

PRE-DEPARTURE LEGALITY AS REQUIRED IN EDUCATION CODE 39831.3(a) AND 39831.5(a)

An adult chaperone, other than the driver, MUST accompany pupils on a school pupil activity bus (field trip). An adult chaperone shall be a person eighteen (18) years of age or older and shall be either a teacher, substitute teacher, instructional aide, coach, assistant coach, or volunteer. Students currently enrolled in school do not qualify as an adult chaperone.

Prior to departure of a school activity trip, all pupils riding on a school bus or SPAB shall receive safety instruction which includes, but is not limited to, location of emergency exits and responsibilities of passengers seated next to emergency exits, location and use of emergency equipment and that the bus is equipped with cameras which records up to 30 minutes after ignition is turned off.

Safety Instructions Announced:

Driver Signature _____ Bus Number _____ Date _____

Safety Instructions Received:

Teacher/Coach/Chaperone _____ Print Name _____ Date _____

Changes to Original Request: _____

Reviewed by Teacher/Coach/Chaperone: _____

Signature

Printed Name

Transportation Only:

Bus	Driver	Riders	Start Time	End Time	Total Hours	Beg Mileage	End Mileage	Trip Mileage

Total Trip Hours: _____

Total Mileage: _____

Total Trip Hours: _____ x \$ 110.00 = _____

Mileage over 40: _____ x \$ 1.33 = _____

Total Trip Expense: _____

Verified by Transportation Rep: _____

Date: _____

IMPORTANT NOTES

- ◆ Request must be submitted 14 days prior to trip
- ◆ School to verify trip 7 days prior to trip date
- ◆ Note: 2-hour minimum charge for cancel at site
- ◆ Requests will be scheduled around daily school routes. Driver is to receive a 30-minute duty free lunch period
- ◆ It may be necessary to legally seat 3 to a seat due to cost and availability of buses
- ◆ District Bus Capacity with 3 students per seat is 78 and 84 depending on bus
- ◆ TBA times/dates/locations & other changes need to be reported as soon as Requestor has knowledge of changes
- ◆ Conduct of the passengers will be the responsibility of the Requestor and Adult Chaperones
- ◆ The Driver will distribute rules at the time of the trip
- ◆ Returns past midnight on a school night will result in additional costs
- ◆ Buses are equipped with cameras that continue to record up to 30-min after ignition is turned off. NO clothing changes will be permitted on the bus