

Trip Request

Requesting School: _____

Activity: _____

BUDGET: _____

Pick Up Location & Address:

Destination Location & Address:

Dropoff Location & Address:

Start Date & Time:

End Date & Time:

Number of Students: _____

Total Number of Passengers: _____

of Wheelchairs: _____

Trip Supervisor: _____

Email: _____

Preferred Vehicles:

- ☐ Bus
- ☐ Van
- ☐ Truck
- ☐ Expedition
- ☐ Personal Vehicle
- ☐ Walk

****Any Special instructions or notes must be attached to the request****

<input checked="" type="checkbox"/> Estimated Expenses <input type="checkbox"/> Additional Information	
Requesting School/Org. <input type="text"/> Bill To <input type="text"/>	
Activity <input type="text"/> Trip for Competitive Event? <input type="radio"/> Y <input checked="" type="radio"/> N	

Stop Type	Location	Address	City	State	Zip	MapSource
Pickup	<input type="text"/>	<input type="text"/>	Lompoc	California	93436	Google
Destination	<input type="text"/>	<input type="text"/>	Lompoc	California	93436	
Dropoff	<input type="text"/>	<input type="text"/>	Lompoc	California	93436	

Intermediate Stops							
#	Stop Type	Destination	Address	City	State	Zip	Delete
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Lompoc	California	93436	X

Start Date Time

Overnight Trip ☐ Y ☒ N

of Male Students

of Students

Total No. of Passengers

Driver(s) furnished by Transportation? ☐ Y ☒ N

Vehicle(s) furnished by Transportation? ☐ Y ☒ N

Requestor

Trip Supervisor's Email (max 512 characters)

of Wheel Chairs

of Car Seats

End Date Time

Trip on Approved List? ☒ Yes ☐ No

of Female Students

of Adults

Preferred Vehicles

of Drivers

of Vehicles

Trip Supervisor

Trip Supervisor's Phone

Special Instructions

Override Key

Comments

- Need destination
- Date – with start and end time
- Main point of contact with phone number and email
- Number of chaperones (district expects 15:1 for chaperones)
- Number of students attending
- How is it being paid (budget)
 - If we need to invoice and be reimbursed from an entity, such as a museum trip, please provide all contact information
- What type of vehicle are you requesting (van, school bus, personal vehicle, charter bus, walking)
 - If using personal vehicle, then need Driver License number and insurance carrier
- If overnight, all chaperones need to be fingerprinted through Classified HR
- If there are any special directions, please let it be known so these can be added in comments right away