



# BUCKEYE UNION SCHOOL DISTRICT FIELD TRIP TRANSPORTATION REQUEST FORM/TRIP SHEET

DATE OF TRIP:  DATE OF REQUEST:

SCHOOL:  ADULT IN CHARGE:

DESTINATION:  BILL TO:

ADDRESS:  \*WEDNESDAY (EARLY RELEASE): YES  NO

CITY:  REQUESTERS NAME:

LOAD/DEPARTURE TIME TO:  /  AM PM REQUESTERS EMAIL:

LOAD/DEPARTURE TIME FROM:  /  AM PM *PLEASE ATTACH SPECIAL INSTRUCTIONS TO THIS FORM INCLUDING ANY STOPS ENROUTE*

TIME ARRIVING BACK AT SCHOOL:  AM PM

NUMBER OF STUDENTS:  PRINCIPALS APPROVAL:

NUMBER OF ADULTS:  TRANSPORTATION SUPERVISORS APPROVAL:

*\*ON WEDNESDAYS (EARLY RELEASE) DRIVERS MUST BE BACK TO THE TRANSPORTATION YARD BY 12:30. IF YOUR TRIP DOES NOT ACCOMMODATE THIS, WE MAY PROVIDE TRANSPORTATION AFTER ROUTES ARE COMPLETE*

### FOR TRANSPORTATION USE ONLY

DROP AND RETURN: YES  NO

STAND-BY HOURS: 

START	FINISH	TOTAL

DRIVING HOURS: 

START	FINISH	TOTAL

MILES: 

FINISH		
START		
TOTAL		

STUDENT COUNT: 

TO	
FROM	

BUS EVACUATION GIVEN: \_\_\_\_\_ EXPENSES: \_\_\_\_\_ EXTRA CLEANING: \_\_\_\_\_

DRIVER: \_\_\_\_\_ MEALS: \_\_\_\_\_ TIME USED: \_\_\_\_\_

TIME USED: \_\_\_\_\_ TOLLS: \_\_\_\_\_

DATE: \_\_\_\_\_ PARKING: \_\_\_\_\_

DRIVERS SIGNATURE:  BUS NUMBER:

TOTAL COST FOR TRIP: \_\_\_\_\_

MEAL/MEALS APPROVED FOR REIMBURSEMENT:  BREAKFAST  LUNCH  DINNER