



SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION* OPERATIONAL SERVICES DEPARTMENT

FIELD TRIP / TRANSPORTATION REQUEST FORM

In order to ensure school bus availability, this form must be submitted to Operational Services 2 weeks prior to need
ONE VEH REQUEST PER FORM, TRIPS REQUIRING MULTIPLE VEHICLES WILL REQUIRE THEIR OWN FORM

Bus driver fees will incur hourly rate of \$60

REQUEST DATE: REQUESTER: ORGANIZATION/DEPT:

BILLING ADDRESS: CONTACT TELEPHONE:

SELECT VEHICLE TYPE:

[] SCHOOL BUS \$300 per day; Max occupancy of 5th-12th Grade is 54, Max occupancy of T-K to 4th Grade is 84.

[] VAN \$28 per day; Maximum occupancy (including driver) is 8.

TRIP START (A): Pick Up Date: Pick Up Time: Pick Up Location/Address:

Drop Off Time: Drop Off Location/Address: # of Passengers:

TRIP RETURN (B): Pick Up Date: Pick Up Time: Pick Up Location/Address:

Drop Off Time: Drop Off Location/Address: # of Passengers:

Requestor/Approving Signature: Date:

INTERNAL USERS: Budget Code must use Object 5714 - for Field Trip fund "01"

INTERNAL USERS: Budget Code must use Object 5753 - Field Trip for funds other than "01"

Table with 2 columns: DEBIT Bus-BudgetCode, %

THIS SECTION FOR OPERATIONAL SERVICES ONLY [] External User [] Internal User

(A) BUS/VAN # Pick Up Date: Return Date: Bus driver start time:

Bus driver end time: Total Hours: Mileage Start: Mileage End: Total Miles:

(B) BUS/VAN # Pick Up Date: Return Date: Bus driver start time:

Bus driver end time: Total Hours: Mileage Start: Mileage End: Total Miles:

PER MILE COST: \$.65 (Van) \$1.96 (Bus) / \$6.00 FUEL MARKET PRICE (BUS AVG 7 MILES PER GAL)

MILEAGE COST: FUEL COST: DRIVER/SUB DRV COST: (Sub driver fee may apply)

VEHICLE USE COST: TOTAL COST OF FIELD TRIP:

CASH TRANSFER TO: EXTERNAL ACCT LINE 01-0000-0-8699-0000-8410-0000-6000-0000 \$ _____

CASH TRANSFER TO: INTERNAL ACCT LINE 01-0000-0-5714-0000-8410-0000-6000-0000 \$ _____

CASH TRANSFER TO: INTERNAL ACCT LINE __-0000-0-5753-0000-8410-0000-6000-0000 \$ _____

AP USE: Transfer #: _____ Date: _____