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

External Users-Bus driver fees will incur hourly rate of $60; Substitute fee $60 per hour if applicable

REQUEST DATE:_____REQUESTER:_____CONTACT NUMBER: _____

ORGANIZATION/DEPT: _____BILLING ADDRESS:_____

SELECT VEHICLE TYPE:

[ ] SCHOOL BUS $300 per day****;** *Max. occupancy of 5th-12th grade is 54. Max occupancy of T-L to 4th grade is 84.*

[ ] VAN $28 per day: *Max. occupancy (including driver) is 8.*

TRIP START (A) Pick up date:_____Pick up time:_____# of passengers:_____

 Passenger Contact/Coordinator Name:_____Contact number: _____

Address of location pick up: _____

Targeted time of drop off & location: _____

RETURN TRIP (B) Pick up date:_____Pick up time:_____# of passengers: _____

Address of location pick up: _____

Targeted time of drop off & location: _____

**CANCELLATION POLICY:

A $300 fee will be assessed if reservation for bus use is not canceled by a minimum of **seven (7) days** prior to the date of the event.

Requestor/Approving Signature:_____ Date:_____

INTERNAL USERS: Budget Code must use Object 5713 – Fund 01 & 02, or Object 5753 - All Other Funds

DEBIT Budget Code:	%
DEBIT Budget Code:	%

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

BUS/VAN #_____Pick Up Date:_____Return Date:_____Driver Signature: _____

Bus driver trip commencing time:_____Bus driver end time:_____Total Hours:_____

Vehicle Mileage Start:_____Vehicle 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 COST: _____ SUB DRIVER COST:_____

VEHICLE USE COST:_____ **TOTAL COST OF FIELD TRIP:** _____

CASH TRANSFER TO: [ ] EXTERNAL ACCOUNT LINE 01-0000-0-8699-0000-8410-0000-6000-0000

CASH TRANSFER TO: [ ] INTERNAL ACCOUNT LINE 01-0000-0-5713/5753-0000-8410-0000-6000-0000