



# Salida Union School District

4801 Sisk Road • Salida, CA 95368  
 Phone: 209-545-0339 • Fax: 209-545-2682

## FIELD TRIP REQUEST Transportation: 543-6234 Transportation FAX: 545-3807

<b>SECTION 1</b>	School(s): _____ Date of Request: _____ Teacher in charge: _____ Total # of students: _____ Adults: _____ Teachers participating: _____ Grades: _____ Destination: _____ Estimated total mileage (round trip): _____ Destination contact: _____ Phone: _____ Ext. _____ Fax: _____ Purpose of trip (subject): _____ Trip request date(s): _____ or _____ Time of trip: Time bus to arrive at school: _____ Time bus will depart from destination: _____ Leaving school: _____ Returning to school: _____ <input type="checkbox"/> Trip required: <input type="checkbox"/> Curriculum <input type="checkbox"/> Sport <input type="checkbox"/> Other: _____ <input type="checkbox"/> Trip Optional: _____	
<b>SECTION 2</b>	Funding Source: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Principal/Supervisor                      Date	<b><u>FOR TRANSPORTATION DEPT. USE ONLY:</u></b> #Buses needed: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Transportation Department                      Date
<b>SECTION 3</b>	<b><u>FOR TRANSPORTATION DEPT. USE ONLY:</u></b> Estimated miles _____ X Cost per mile _____ X # of Buses _____ = \$ _____ Drivers hours: _____ Total Est. Cost: _____ \$ in Budget _____ Business Manager: _____ Date _____	
<b>SECT 4</b>	This trip has been reviewed and has been: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Curriculum Director: _____ Date _____	
<b>SECTION 5</b>	<b><u>FOR TRANSPORTATION DEPT. USE ONLY:</u></b> Bus(es) assigned: _____ Driver(s): _____ Miles: _____ Overtime (if any) _____ Actual cost: _____ x _____ = _____ Driver(s) hours: _____ Total Cost: _____ miles                      \$ per mile                      cost	
<b>DRIVER</b>	Driver has reviewed emergency transportation procedures with students: Driver's Signature: _____ Date: _____	