



OPERATIONAL SERVICES DEPARTMENT

3420 Watson Dr., San Luis Obispo, CA 93405

FIELD TRIP TRANSPORTATION REQUEST FORM

(In order to ensure school bus availability, this form must be submitted to Operational Services two weeks prior to departure)

FOR field trip bus/van usage Bus Driver Fees will be charged at 4 hour minimum per day=\$160 - Additional hours will incur an hourly rate of \$40

Request Date: _____ Requester: _____ Request Site/Dept: _____

Vehicle Type: School Bus ____ Van ____

Departure Date: _____ Pick-up time: _____ Drop off address: _____

Return Date: _____ Pick-up time: _____ Pick -up address: _____

DEBIT Bus-Budget Code: _____ %

DEBIT Bus-Budget Code: _____ %

DEBIT Driver-Budget Code: _____ %

99-9999-9-9999-9999-9999-999-9999-9999
Fund-Resource-Year-Goal-Func-Object-School-Mgmt-Unit

Supervisor's/Budget Authority Signature: _____ Date: _____

THIS SECTION FOR OPERATIONAL SERVICES ONLY

BUS/VAN# _____ Pick-Up Date: _____ Return Date: _____ Returned Keys & Fuel Card: YES ____ NO ____

Driver Start Time on Pick-Up Trip: _____ Driver End Time at Drop off: _____ Total Hours: _____

Mileage Start: _____ Mileage End: _____ Miles: ____ Rate per Day: \$40.00

Driver Start Time on Return Date: _____ Driver End Time at Drop off: _____ Total Hours: _____

Mileage Start: _____ Mileage End: _____ Miles: ____ Rate per Day: \$40.00

Rate/Mile/Fuel: \$.33 per mile/ \$4.00 fuel (Bus avg. 7 miles per gal.)

Total Miles: _____ Total Rate for day(s): _____ Total Hours per Driver: _____ TOTAL COST: _____

01-0000-0-8699-0000-8410-000-6000-0000 Vehicle Use Total/Cash Transfer: _____