



# Pacifica School District

375 Reina del Mar Avenue • Pacifica, CA 94044 • (650) 738-6600

## REQUEST FOR USE OF THE DISTRICT SCHOOL BUS

*Note: All applications for field trips requesting use of the district school bus must submit this form to the principal at least **two months** in advance of the trip. This form should be sent to the Transportation Office to insure availability of the district school buses.*

School \_\_\_\_\_ Date of Application \_\_\_\_\_

School Telephone Number \_\_\_\_\_ Grade \_\_\_\_\_

Requested by \_\_\_\_\_ Teacher's extension or cell # \_\_\_\_\_

**Arrangements for trip:**

Date \_\_\_\_\_ Leave School at \_\_\_\_\_ Return at \_\_\_\_\_

Approximate number of children taking the trip: \_\_\_\_\_ Adults \_\_\_\_\_

Trip will be taken by:  Pacifica School District Bus  Other

Purpose of Trip: \_\_\_\_\_

<u>List Places bus will stop*</u>	<u>Est. Time of Arrival</u>	<u>Est. Time of Departure</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*Bus will stop only at places indicated.

Comments or special note (include plans for lunch): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Has site kitchen been notified?  Yes  No

**If outside buses are required for this study trip; a Purchase Order must accompany this application.**

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Approved by Transportation Office

For PSD bus use budget: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – PACIFICA SCHOOL DISTRICT BUS USE ONLY**

Bus # \_\_\_\_\_ Driver: \_\_\_\_\_ Date: \_\_\_\_\_

The bus will be at the loading area at \_\_\_\_\_ The bus must be back at \_\_\_\_\_

Miles traveled: \_\_\_\_\_ Driver's Hours: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Confirmation Sent: \_\_\_\_\_ Bus Driver

Copy to: Site Principal Kitchen