

# BUCKEYE UNION SCHOOL DISTRICT

## FIELD TRIP TRANSPORTATION REQUEST FORM/TRIP SHEET

DATE OF REQUEST: <input style="width: 150px; height: 20px;" type="text"/>	DATE OF TRIP: <input style="width: 150px; height: 20px;" type="text"/>
SCHOOL: <input style="width: 150px; height: 20px;" type="text"/>	ADULT IN CHARGE: <input style="width: 150px; height: 20px;" type="text"/>
DESTINATION: <input style="width: 150px; height: 20px;" type="text"/>	BILL TO: <input style="width: 150px; height: 20px;" type="text"/>
ADDRESS: <input style="width: 150px; height: 20px;" type="text"/>	DROP AND RETURN: YES      NO
CITY: <input style="width: 150px; height: 20px;" type="text"/>	REQUESTERS NAME: <input style="width: 150px; height: 20px;" type="text"/>
LOAD TIME: <input style="width: 40px; height: 20px;" type="text"/> AM    PM	REQUESTERS EMAIL: <input style="width: 150px; height: 20px;" type="text"/>
DEPARTURE TIME: <input style="width: 40px; height: 20px;" type="text"/> AM    PM	SPECIAL INSTRUCTIONS: <input style="width: 150px; height: 40px;" type="text"/>
TIME RETURNING TO SCHOOL: <input style="width: 40px; height: 20px;" type="text"/>	(Stops enroute, etc..)
NUMBER OF STUDENTS: <input style="width: 40px; height: 20px;" type="text"/>	PRINCIPALS APPROVAL: YES      NO
NUMBER OF ADULTS: <input style="width: 40px; height: 20px;" type="text"/>	TRANSPORTATION SUPERVISORS APPROVAL: <input style="width: 150px; height: 20px;" type="text"/>

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### FOR TRANSPORTATION USE ONLY

<p>STAND-BY HOURS:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 33%;">START</th> <th style="width: 33%;">FINISH</th> <th style="width: 33%;">TOTAL</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	START	FINISH	TOTAL																									<p>DRIVING HOURS:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 33%;">START</th> <th style="width: 33%;">FINISH</th> <th style="width: 33%;">TOTAL</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	START	FINISH	TOTAL																									<p>MILES:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 33%;">FINISH</th> <th style="width: 33%;"> </th> <th style="width: 33%;"> </th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td>START</td><td> </td><td> </td></tr> <tr><td>TOTAL</td><td> </td><td> </td></tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">STUDENT COUNT:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 50%;">TO</td> <td style="width: 50%;"> </td> </tr> <tr> <td>FROM</td> <td> </td> </tr> </table>	FINISH						START			TOTAL			TO		FROM	
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BUS EVACUATION GIVEN: _____	EXPENSES: _____	EXTRA CLEANING: _____
DRIVER: _____	MEALS: _____	TIME USED: _____
TIME USED: _____	TOLLS: _____	
DATE: _____	PARKING: _____	
DRIVERS SIGNATURE: _____		BUS NUMBER: _____

**TOTAL COST FOR TRIP:** \_\_\_\_\_

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