TRANSPORTATION REQUEST FORM
School District No.64 Gulf Islands
Phone (250) 537-5723
Email booking@sd64.org

STEP 1: SCHOOL USE
Complete school Use portion & scan to Plant Services

Trip Date	Day of week	Principal's Signature		

Point of Departure	Departure Time	Teacher Contact Name		

Destination	Destination Arrival Time	# of Grade K-3	# of Grade 4-12	# of Adults	Water Taxi Only # of Students under 80 lbs.	CHARGE TO: FLEX ☐ SGF ☐

Activity	# of Buses Requested	Bus Off Island Yes ☐ No ☐	Return Departure Time: _____ Arrival Time: _____

STEP 2: DRIVER USE
All Transportation Requests are Subject to Availability of Buses and or Drivers

Driver Name						

Did you drive your regular route?	Did you drive: AM route only ☐ PM route only ☐ Both AM/PM ☐			Didn't drive AM ☐ PM ☐	Off Island Yes ☐ No ☐

Odometer Reading	KMs	Leave Depot	Return Depot	Hours	# of Students	# of Adults
Odometer Reading	KMs	Leave Depot	Return Depot	Hours	# of Students	# of Adults

STEP 3: SUPERVISOR USE
Please complete steps 2 and 3 then scan to School Board Office

Trip Approved	Authorized Signature	Request Number

STEP 4: OFFICE USE

Total Hours	Time Cost	Mileage Cost
Insurance Cost	Ferry Cost	Total Cost

Office Use
Decline: Initial inside the box
Accept: Write YES on the shaded area

		Sub Casual Call Out		
Rick	☐	AM	PM	both
Kathleen	☐	AM	PM	both
Julianna	☐	AM	PM	both
Lisa	☐	AM	PM	both
Rowan	☐	AM	PM	both
Glen	☐	AM	PM	both
Scott	☐	AM	PM	both

s / c

1. The Driver shall be in complete charge of the bus.
2. There shall be no unauthorized stops or rerouting.
3. Discipline on charter trips shall be maintained by a member of the school teaching staff.
4. '**Eight clear teaching days**' notice must be given for each request.