## FIELD TRIP TRANSPORTATION REQUEST FORM

*In order to ensure school bus availability, this form must be submitted to Operational Services 2 weeks prior to need*
**ONE VEH REQUEST PER FORM, TRIPS REQUIRING MULTIPLE VEHICLES WILL REQUIRE THEIR OWN FORM**
**External Users-Bus driver fees will incur hourly rate of $55**

REQUEST DATE:＿＿＿＿＿ REQUESTER:＿＿＿＿＿＿＿ ORGANIZATION/DEPARTMENT: ＿＿＿＿＿＿＿

**VEHICLE TYPE:  SCHOOL BUS $40 per day  --  VAN $22 per day     (CIRCLE ONE)**

**TRIP START (A)**
Pick Up Date:＿＿＿＿＿Pick Up Time:＿＿＿＿＿        Pick Up Location/Address: ＿＿＿＿＿＿＿＿

Drop Off Time:＿＿＿＿＿＿Drop Off Location/Address:＿＿＿＿＿＿＿＿**# of Passengers: ＿＿＿＿**

**TRIP RETURN (B)**
Pick Up Date:＿＿＿＿＿Pick Up Time:＿＿＿＿＿        Pick Up Location/Address: ＿＿＿＿＿＿＿＿

Drop Off Time:＿＿＿＿＿＿Drop Off Location/Address:＿＿＿＿＿＿＿＿**# of Passengers: ＿＿＿＿**

Requestor/Approving Signature:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿Date: ＿＿＿＿＿＿＿

**NOTE: Budget Code must use Object 5753 – Field Trip**

| | |
|---|---|
| **DEBIT Bus-Budget Code:** ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ | ＿＿% |
| **DEBIT Bus-Budget Code:** ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ | ＿＿% |

**THIS SECTION FOR OPERATIONAL SERVICES ONLY [  ] External User [  ] Internal User**
**(A)**
BUS/VAN #＿＿＿＿＿＿Pick Up Date:＿＿＿＿＿Return Date:＿＿＿＿＿Keys/Fuel Card Returned: YES / NO

Driver **TRIP START** commence time:＿＿＿＿＿Driver end time, yard arrival:＿＿＿＿＿Total Hours:＿＿＿

Mileage Start:＿＿＿＿＿＿Mileage End:＿＿＿＿＿＿＿Total Miles:＿＿＿＿(Inc. 60 mile/yard return)

**(B)**
BUS/VAN #＿＿＿＿＿＿Date:＿＿＿＿＿Return Date:＿＿＿＿＿ Keys/Fuel Card Returned: YES / NO

Driver **TRIP RETURN** commence time:＿＿＿＿＿Driver end time, yard arrival:＿＿＿＿＿Total Hours:＿＿＿

Mileage Start:＿＿＿＿＿＿Mileage End:＿＿＿＿＿＿＿Total Miles:＿＿＿＿(Inc. 60 mile/yard return)

**RATE/MILE: $.58 PER MILE/ $5.00 FUEL (BUS AVG 7 MILES PER GALLON)**

TOTAL MILES:＿＿＿＿ FUEL COST:＿＿＿＿VEH DAILY RATE TOTAL: ＿＿＿＿

DRIVER HOURS:＿＿＿@ $＿＿PER HOUR=DRIVER COST TOTAL:＿＿＿＿ **VEHICLE USE TOTAL: $＿＿＿＿＿＿**

CASH TRANSFER TO: [  ] EXTERNAL ACCOUNT LINE 01-0000-0-8699-0000-8410-0000-6000-0000
CASH TRANSFER TO: [  ] INTERNAL ACCOUNT LINE 01-0000-0-5273-0000-8410-0000-6000-0000