

PLEASE PRINT

Chico Unified School District/Transportation Attn: Ken Gregory
2455 Carmichael Drive, Chico, California 95928
(530) 891-3097

BUS FIELD TRIP REQUEST

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BUS FIELD TRIP REQUEST

SUBMIT COMPLETED FORM AT LEAST 2 WEEKS IN ADVANCE

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School _____ Requested Date _____
of Trip _____

School _____ Requested Date _____
of Trip _____

Destination _____

Destination _____

Purpose of Trip _____

Purpose of Trip _____

Specific Pick-up Location _____

Specific Pick-up Location _____

Number of Passengers (Max 78 K-2nd/Max 65 3rd+ per bus) _____

Number of Passengers (Max 78 K-2nd/Max 65 3rd+ per bus) _____

Number of Buses Requested 1 2 3 (circle one) Grades _____

Number of Buses Requested 1 2 3 (circle one) Grades _____

Need bus to stay with trip? YES NO Note: shuttles approved by Transp.

Need bus to stay with trip? YES NO Note: shuttles approved by Transp.

arrive at school Bus 1 _____ Bus 2 _____

arrive at school Bus 1 _____ Bus 2 _____

leave school * _____

leave school * _____

* allow 15 min. load time _____

* allow 15 min. load time _____

arrive at destination _____

arrive at destination _____

leave destination _____

leave destination _____

return to school _____

return to school _____

Dist. Acct. Code# _____

Dist. Acct. Code# _____

or (complete 26 digit account code - use object code 5720)

or (complete 26 digit account code - use object code 5720)

NON DISTRICT: Billing Name/ Address/Contact Person/Phone: _____

NON DISTRICT: Billing Name/ Address/Contact Person/Phone: _____

Requisitioner (person in charge of scheduling the trip) & Phone Number: _____

Requisitioner (person in charge of scheduling the trip) & Phone Number: _____

Name of the Adult Chaperon who will be Riding on the Bus & Phone Number: _____

Name of the Adult Chaperon who will be Riding on the Bus & Phone Number: _____

_____ Date Submitted _____

_____ Date Submitted _____

Signature of Principal/Designee/Management Representative _____

Signature of Principal/Designee/Management Representative _____

_____ Approved Denied

_____ Approved Denied

Signature of Transportation Staff

Revised September 2016

Signature of Transportation Staff

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