



# Extra-Curricular Trip Requisition Administrative Procedure 7.05A

7.0 Transportation and Vehicles

## REQUESTER

E-MAIL COMPLETED FORM TO: [fieldtrip@esd.ca](mailto:fieldtrip@esd.ca)

Date of Requisition:		Date Received:	
Requested By:		Requester Contact:	

**Within Division:** Bus Requisitions must be submitted a minimum of 5 working days prior to departure

**Out of Division:** Bus Requisitions must be submitted a minimum of 10 working days prior to departure

School(s) Requesting Trip:			
Purpose of Trip:			
Trip Type:	<input type="checkbox"/> Classroom Field Trip	<input type="checkbox"/> Band/Choir/Music Field Trip	<input type="checkbox"/> Other:
	<input type="checkbox"/> Sports Field Trip	<input type="checkbox"/> Shared Bus (Multiple Schools)	

## TRIP DETAILS

Date of Trip:		<input type="checkbox"/> Overnight Trip (please provide <b>complete</b> itinerary)
Departure Time:		Return Time:
Destination(s):	If multiple stops, list each, including addresses and approximate time at each; this includes any rest/food stops)	

## SUPERVISORS & NUMBER OF STUDENTS

Teacher in Charge:		Phone Number:	
# of Early Students:		# of Middle/High Students:	
Grade Level(s):		Grade Level(s):	
<b>Total Number of Students &amp; Supervisors:</b>			

## REQUIREMENTS

<input type="checkbox"/> Wheelchair Accessible Bus (46 passenger)	<input type="checkbox"/> Stop for Rest/Meal Break
<input type="checkbox"/> *Bus with Storage Compartment	<input type="checkbox"/> Remain at Location
<input type="checkbox"/> Need Parking Pass	<input type="checkbox"/> Other:
<input type="checkbox"/> Provincial Parks Entry Pass	
*Please provide details of equipment and quantity for transport:	

## TRANSPORTATION OFFICE

## BUS DRIVER USE ONLY

Trip Code:		Starting Mileage:		Start Time:	
Bus #:		Ending Mileage:		End Time:	
Driver Name 1:		<b>Total Mileage:</b>		<b>Total Time (Hrs):</b>	
Driver #		Driver's Signature			
<input type="checkbox"/> Unpaid Break					