



Extra-Curricular Trip Requisition
Administrative Procedure 7.05A

REQUESTER

E-MAIL COMPLETED FORM TO: 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: Select all that apply	<input type="checkbox"/> Classroom Trip	<input type="checkbox"/> Band/Choir/Music Trip	<input type="checkbox"/> Other
	<input type="checkbox"/> Sports Trip	<input type="checkbox"/> Shared Bus (Multiple Schools)	

TRIP DETAILS

Date of Trip:		<input type="checkbox"/> Overnight Trip (please provide complete 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	
Total # of Students & Supervisors:			

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 (please describe)
<input type="checkbox"/> Provincial Parks Entry Pass	
*Please provide details of equipment and quantity for transport:	

TRANSPORTATION OFFICE USE ONLY

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

DRIVER TRIP LOG & VOUCHER FOR PAYMENT

TRIP CODE:	
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TO BE COMPLETED IN FULL BY DRIVER

HOURS AND MILEAGE

START TIME	Time:		Odometer:	
ARRIVAL TIME AT SCHOOL	Time:		Odometer:	
DROP-OFF TIME AT SCHOOL	Time:		Odometer:	
END TIME	Time:		Odometer:	
TOTAL	Hours:		Mileage:	

INSPECTIONS

<input type="checkbox"/> PRE-TRIP INSPECTION	Date & Time Completed:	
<input type="checkbox"/> POST-TRIP INSPECTION	Date & Time Completed:	
<i>In addition to standard pre/post-trip inspections, drivers should complete the following after every trip:</i>		
<input type="checkbox"/> Refuel	<input type="checkbox"/> File Service Request (if needed)	
<input type="checkbox"/> Check INTERIOR (damage, ripped seats, graffiti, etc.)	<input type="checkbox"/> Clean Interior (wash floors, remove garbage and debris, clean driver seat and dash)	
<input type="checkbox"/> Check EXTERIOR (damaged or broken windows, mirrors, dents, scratches, etc.)	<input type="checkbox"/> Notify Dispatch of lost and found items	
	<input type="checkbox"/> Secure fuel cards and keys	

SITE GUIDE

Site Guide Available?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If No, Form Completed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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TRIP DETAILS

Actual Number of Attendees:	
Loaded Travel Time:	Stand-By Time:

Total minutes of travel with students on board Total minutes of stand-by (waiting) time

PARKING

Bus Parking Location:			
Cost:	\$	Receipt & Warrant Submitted:	<input type="checkbox"/> YES <input type="checkbox"/> NO

MEAL STOP

Location:		Time:	
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OTHER STOPS

Location		Time:	
Location		Time:	
Location		Time:	
Location		Time:	
Location		Time:	

Include all stops that are not listed on the requisition form

LOG BOOK – required for trips over 160 KM

E-MAIL COMPLETED FORM TO: fieldtrip@esd.ca

DRIVER:	Name (Please Print)	Signature
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FIELD TRIP SITE GUIDEE-MAIL COMPLETED FORM TO: fieldtrip@esd.ca

TO BE COMPLETED IN FULL BY DRIVER

INSTRUCTIONS

Please fill in each section below, based on your experience and observations during your field trip. The information collected in these reports will be used to create site-specific guides that will assist other drivers in the future.

LOCATION

Name of Location:	
Address:	

LOADING/UNLOADING LOCATIONS

Describe the loading and unloading location. Note the best approach and identify potential traffic or road restrictions (one-way streets) that may be of concern.

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HAZARDS

Identify hazards, obstructions or concerns at the site location or enroute that would cause concern for a school bus.

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PARKING

List nearby parking options suitable for a full-size bus.

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MEAL STOP(S)

List nearby food options (McDonald's, etc.) that would be suitable for parking a full-size bus.

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DRIVER:	Name (Please Print)	Signature
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