

AP 308-7 Transportation Request Form

Enter field trip request within Clevr platform or complete and forward it to the Administrative Assistant responsible for field trips)

PLEASE ALLOW A MINIMUM OF 7 DAYS TO ENTER IN ELECTRONIC FIELD TRIP (eFT)

WITHIN DISTRICT

WITHIN REGION

OUTSIDE REGION*

ALL STUDENT TRANSPORTATION IS SUBJECT TO AP 307 and AP 308

ALL EMPLOYEES ARE EXPECTED TO BE AWARE OF AND ADHERE TO THOSE POLICIES AND PROCEDURES.

*** THE REGION IS DEFINED AS:**

Hwy 3 east to Hope slide by not beyond

Hwy 1 east to Yale but not beyond

Hwy 5 east to Hope, but not beyond, including Camp Kawkawa, Camp Squeah and Othello Tunnels Park

North and east along Hwy 7 to Hope, including those areas accessible from Hwy 7, such as Weaver Creek, up to and including Harrison Hot Springs and Camp Chehalis, but excluding Hemlock Valley

West to the Greater Vancouver area and the Hwy 1 and Island Hwy corridor on Vancouver Island

Northwest to Whistler



TEACHER/REQUESTER PLEASE COMPLETE THE FOLLOWING:

SCHOOL: _____	TRIP DATE _____ <small>DAY/MONTH/YEAR</small>
DEPARTING FROM: _____	DEPART TIME: _____
DESTINATION: _____	DESTINATION ADDRESS: _____
RETURNING FROM DESTINATION/VENUE _____	RETURN DEPARTURE TIME: _____
ACTIVITY: _____	CLASS/DIVISION: _____

<i>no. of students</i>	<i>no. of adults/chaperones</i>	<i>teacher in charge and contact number/cell phone during trip</i>
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Wheelchair student? Yes ___	no. of W/C students ___	If School Bus not available use Charter Bus? Yes ___ No ___
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BUS CAPACITY CALCULATION: BUSES HAVE 24 SEATS; YOU MAY HAVE 3 CHILDREN TO A SEAT OR 2 SECONDARY/ADULTS TO A SEAT. SECONDARY/ADULT MAX 48, MIDDLE SCHOOL MAX 60, ELEMENTARY MAX 72 (REMINDER- STUDENTS THAT ARE THE SIZE OF AN ADULT MUST BE CONSIDERED AN ADULT IN CALCULATING BUS CAPACITY) LEGAL LOAD LIMIT CANNOT BE EXCEEDED. PRE-SCHOOL CHILDREN ARE NOT PERMITTED ON SCHOOL DISTRICT BUSES.

School Account No(s):	 _____ %	 _____ %
Administrative Officer: _____	Date: _____	
Finance Approved Transportation Account Codes Only		

PLEASE PROVIDE THE FOLLOWING INFORMATION

Luggage Bay needed? Yes ___ No ___ (Please note that cargo space is very limited and the Motor Vehicle Act does not permit cargo in the passenger area). Soft sided bags are permitted, however, for camping or overnight trips please arrange for another vehicle or a 2nd bus to transport these items.

Need the bus to stay during your trip? Yes___ No __ Shuttle Required? Yes___ No __ Require Itinerary Assistance? Call Transportation 604.855.5278

ITINERARY: (Swimming/Skating etc.)

APPROVAL:

The principal certifies that approval for this Field Trip has been obtained by completing Field Trip Approval Form AP 308-8	
Date _____	Signature _____