

SIUSLAW SCHOOL DISTRICT

ACTIVITY TRIP TRANSPORTATION REQUEST – SPORTS

1 trip per form

Please submit all season requests as soon as OSAA schedule is available.

- **Request deadline: submit to transportation office at least three weeks prior to the trip.**

(Activity trips are scheduled two weeks in advance in order to arrange for drivers and their substitutes.)

- Trips should be scheduled as far in advance as possible to assure there is available bussing. If there is a conflict with your request, you will be notified as soon as possible.

Person Requesting Transportation

_____ Ext: _____

Date(s) of Trip _____

Time Leaving School _____ AM/PM Time Returning to School _____ AM/PM

Destination

_____ Address: _____

- **Driving directions are arranged prior to departure and drivers are not authorized to deviate from those directions.**

Total Number of Student Passengers: _____ # of Adult Passengers: _____

Type of Bus Requested (circle) Reg. Bus (52-56 passenger maximum)
Activity Bus (14 passenger maximum)

Driver: Needed () Not Needed ()

Driver Name (if no driver requested from Trans. Dept.): _____

Driver Cell #: _____ Alternate #: _____

Name of Group: _____ School: SES ☐ SMS ☐ SHS ☐

Storage Needed ☐ Items to be stored (be specific)

- **Please submit itinerary if meals or activities are planned.**

Stop to eat during ☐

Stop to eat after ☐

Eat on bus ☐

<Meal stops will be limited to 45 minutes

Bill to: (circle) SES SMS SHS Account#: _____

District Funds ☐ or Student Body Funds ☐

Principal Approval _____ Date: _____

Transportation Department Approval _____ Date _____

Comments _____

Transportation Request Process:

1. Submit completed form to building secretary.
2. Secretary checks for completion, including account number. *Incomplete forms will be returned to building secretary.*
3. Secretary obtains principal signature and sends to transportation department secretary.
4. Approved forms will be sent to both requestor and building secretary and are not approved until received.
 - If you have an urgent need please contact transportation.
5. First Wednesday of each month there will be no trip availability prior to 1030 a.m. if your request requires a driver from transportation.
6. Normally the bus driver will go off-site for meal periods. Please notify the transportation office if you would like the bus to remain on site.
7. No parking of personal vehicles inside or under cover at the bus barn without prior approval. Parking within fenced /gated area (SW corner) if space is available; or outside fence near the transportation office.
8. Driver must be an employee of the district or an approved volunteer through the transportation department.