

BLAINE SCHOOL DISTRICT #503
TRANSPORTATION REQUEST

Complete one request per vehicle and submit to your building secretary at least **two weeks prior to scheduled departure. Please fill out every portion of this form.**

DATE SUBMITTED: _____

(REQUESTS SUBMITTED WITHIN 2 WEEKS OF TRIP WILL NOT BE PROCESSED AT YOUR BUILDING AND WILL NEED SUPERINTENDANT APPROVAL)

BUILDING: BPS _____ BES _____ BMS _____ BHS _____ PRPS _____ DIST _____

PROGRAM: ASB _____ E/C _____ ATHLETIC _____ FIELD TRIP _____ NON FUNDED _____

TYPE: BUS _____ SUB _____ **SUBURBAN DRIVER(S):** _____
ENTER DRIVER NAME(S) IN "FACULTY" ON TRIPDIRECT

REQUESTED BY: _____

DESTINATION: _____

ADDRESS: _____

PURPOSE OF TRIP: _____

NUMBER OF STUDENTS: _____ **NUMBER OF ADULTS:** _____

INSTRUCTOR IN CHARGE: _____

LOAD: HS GYMS _____ PAC _____ TENNIS COURTS _____ PRIMARY _____ PT ROBERTS _____

DEPART DATE: _____ **TIME:** _____ AM PM

(LOAD 15 MINS PRIOR)

RETURN DATE: _____ **LEAVE TIME:** _____ AM PM **RETURN TIME:** _____ AM PM

(LOAD 15 MINS PRIOR TO LEAVE TIME – ALLOW 2 HOURS TRAVEL TIME FROM SEATTLE, 30 MINUTES FROM LYNDEN OR BELLINGHAM)

SPECIAL NEEDS / EXTRA STOPS: _____

FERRY: Y / N

LUGGAGE: Y / N

MEAL STOP: Y / N

BUDGET CODE: _____

BILLING RATES:

SUBURBAN PER MILE: CURRENTLY \$.625/MI - IRS MILEAGE RATE IN EFFECT AT THE TIME OF TRIP

BUS PER MILE: \$1.69 BUS PER HOUR: \$35.82 (MINIMUM 2 HOURS)

NOTES:

UNLESS OTHERWISE NOTED AND APPROVED, DAYTIME FIELD TRIPS SHOULD BEGIN AND CONCLUDE BETWEEN THE HOURS OF 8:20AM – 2:30PM TO ALLOW STUDENTS TIME TO USE SCHOOL TRANSPORTATION.