



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT
TRIP/TRANSPORTATION REQUEST

All forms must be submitted to the district at least two weeks prior to the event

DISTRICT OFFICE
RECEIVED DATE STAMP

DATE OF REQUEST: DATE OF TRIP:
SCHOOL: TEACHER:
DESTINATION: OTHER CHAPERONES:

Chaperone ratios: General Field Trips: 1:20, Water Activities: 1:10, Backpacking: 1:7

Number of Female Students: Number of Male Students:
Number of Female Chaperones: Number of Male Chaperones:

All day trips must depart site AFTER 8:30 AM and return to site BEFORE 2:00 PM (1:00 PM on Wednesdays).
Trips that are scheduled outside of that time frame will incur additional cost of charter bus transportation.

DEPARTURE TIME: AM PM RETURN TIME TO SITE: AM PM # of Passengers:
PURPOSE (Select one): FIELD TRIP ACTIVITY ATHLETICS CONF/MEETING OTHER:
TRANSPORTATION REQUESTED: BUS\* VAN(S)\*\* WALK OTHER(Explain other):
IF VAN(S), LIST DRIVER(S):

OTHER STOPS REQUIRED (Include location(s) for eating, resting, etc.):

Sack lunches must be ordered at least one week in advance.

PURPOSE (Tell how this trip relates to goals and objectives of course):

REQUESTOR'S NAME: DATE:

\*If bus requested, bus driver must have a copy of passenger list listing all persons on board.
\*\*All persons picking up district vehicles, must have a current District Driver Class Certification.

PROGRAM CODE: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

OR

ORGANIZATION TO BE BILLED (ASB, PTA, Boosters, etc.): (attach copy of correspondence)

APPROVAL: PRINCIPAL/DESIGNEE (Signature): DATE:

APPROVAL: DIRECTOR (Signature): DATE:

APPROVAL: TRANSPORTATION (Signature): DATE: