



Bus Journey Requisition

*****Note:** The mileage grid in employee forms area of <http://sd48seatosky.org/> or www.google.ca/maps can be used to estimate cost for bus journey. Mileage is charged per bus odometer, round trip from bus garage.***

Section 1: TO BE COMPLETED BY SCHOOL STAFF (forward to your Principal for approval)

Date BUS required: _____ Date prepared: _____

To be transported from: _____ Pick up time: _____

To be transported to: _____ Drop off time: _____

Bus to remain with group: Yes No Prepared by: _____

Return Trip: Opposite of above? Yes Or: _____

To be transported from: _____ Pick up time: _____

To be transported to: _____ Drop off time: _____

Purpose of the trip: _____ # of students: _____

Person in charge: _____ # of adults: _____

Bus costs shared with other teacher(s):

Yes No Teacher Name(s): _____

Cell Phone # (if available) _____

Bus costs shared with another school: Yes No School sharing: _____

Wheelchair accessible bus required: Yes No

Section 2: TO BE COMPLETED BY PRINCIPAL

Signature of Principal: _____ Name of School: _____

Budget# if applicable: _____ Other details: _____

Please specify: Curricular or Extra Curricular activity Date signed: _____

3rd Party billing information: _____

South bus requisitions email to: bussing@sd48.bc.ca or fax to: 604-894-6084
North bus requisitions email to: nmacphee@sd48.bc.ca or fax to: 604-892-3481

Section 3: TO BE COMPLETED BY TRANSPORTATION SUPERVISOR AFTER BUS JOURNEY

Distance traveled: _____ @ \$1.40/km Driver regular time: _____ @ \$37.97/hr (cost incl. benefits)

Any applicable tolls will be charged to your school. Driver overtime: _____ @ \$75.94/hr (cost incl. benefits)

Signature of Transportation Supervisor: _____ Driver meal (when outside normal geographic area): _____

Signature of Driver: _____