

# PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

2743 Plumas School Road Plumas Lake, Ca. 95961 (530) 742-0981

## Vehicle Request Form

Please email form to [awilke@plUSD.org](mailto:awilke@plUSD.org)

School \_\_\_\_\_ Class/Organization/Team \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Destination (ALL STOPS) \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Person in Charge \_\_\_\_\_

Person in Charge of Medication/First Aid \_\_\_\_\_

Names of Chaperones \_\_\_\_\_

Site arrival time \_\_\_\_\_ Site return time \_\_\_\_\_

How many Buses \_\_\_\_\_

Number of passengers Students \_\_\_\_\_ Others \_\_\_\_\_ Total \_\_\_\_\_

Budget Code or Payment Method: \_\_\_\_\_

**Walking Field Trips** \_\_\_\_\_ Please mark if no bus is required

Other Vehicle \_\_\_\_\_

Other Vehicle Driver's Name \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Site Principal Signature

### TRANSPORTATION DEPARTMENT USE ONLY

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Transportation Department Signature

Total miles \_\_\_\_\_ at \_\_\_\_\_ per mile \$ \_\_\_\_\_

Total hours \_\_\_\_\_ at \_\_\_\_\_ per hour \$ \_\_\_\_\_

Total Buses \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

If Company other than PLUSD \_\_\_\_\_ Phone # \_\_\_\_\_

#### Routing procedure:

1. Complete Vehicle Request Form for all field trips as well as **QUOTES**.
2. Submit forms to Site Secretary for approval/signatures. (Principal)
3. Once approved at the Site level request must be emailed or faxed.
4. Allow Transportation Department 7 days processing time for approval.
5. Notify Health staff and Kitchen staff ( if applicable) of any approved field trips.