



2011/2012 School Year

Bus Journey Requisition

Section 1.

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

Note: Mileage grid in employee forms area of www.sd48.bc.ca or www.mapquest.ca can be used to estimate cost for school use. Mileage is charged per bus odometer, round trip from bus garage.

Date required: _____ Pick up time: _____
 To be transported from: _____ Drop off time: _____
 To be transported to: _____ Date prepared: _____
 Bus to remain with group: Yes No Prepared by: _____

Return Trip:

To be transported from: _____ Pick up time: _____
 To be transported to: _____ Drop off time: _____
 Purpose of the trip: _____
 Person in charge: _____ # of passengers: _____
 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: _____
 Please specify: Curricular or Extra Curricular activity Date signed: _____

**Fax to Transportation Supervisor @ 604-894-6084 (fax) for Whistler/Pemberton
 or @ 604-892-3481 (fax) for Squamish**

Section 3.

TO BE COMPLETED BY TRANSPORTATION SUPERVISOR AFTER BUS JOURNEY

Distance traveled: _____ @ \$1.20/km Driver regular time: _____ @ \$30.68 /hr (cost incl. benefits)
 Driver overtime: _____ @ \$61.36/hr (cost incl. benefits)
 Driver meal (when outside normal geographic area): _____
 Signature of Transportation Supervisor: _____ Signature of Driver: _____