

SCHOOL DISTRICT No. 85 (Vancouver Island North)

Transportation Department
Box 90, Port Hardy, BC V0N 2P0
Telephone: (250) 949-8155 x 229 Fax: (250) 949-7496
Website Link: www.sd85.bc.ca

FIELD TRIP BUS REQUEST FORM

SCHOOL: _____ DATE: _____

GROUP: _____

DESTINATION: _____

DEPARTURE DATE: _____ DEPARTURE TIME: _____

RETURN DATE AT SCHOOL: _____ RETURN TIME AT SCHOOL: _____

NUMBER OF PASSENGERS: STUDENTS _____ ADULTS _____

PERSON(S) IN CHARGE OF STUDENTS: _____

DETAILS OF TRIP / REMARKS: _____

PRINCIPAL'S NAME: _____

PRINCIPAL'S SIGNATURE: _____

WHEN COMPLETED PLEASE FAX TO: (250) 949-7496 or Email rkolich@sd85.bc.ca

NOTE: FIELD TRIP REQUESTS ***WILL NOT*** BE PROCESSED WITHOUT THE SIGNATURE OF THE SCHOOL PRINCIPAL. GROUPS REQUESTING TRANSPORTATION MUST ALLOW SUFFICIENT TIME FOR THE TRANSPORTATION DEPARTMENT TO PROCESS AND DISPATCH TRIPS.