



SCHOOL DISTRICT No. 85 (Vancouver Island North)

Transportation Department

Box 90, Port Hardy, BC V0N 2P0

Telephone: (250) 949-8155 x 2525 Fax: (250) 949-7496

Website Link: www.sd85.bc.ca

FIELD TRIP BUS REQUEST FORM

SCHOOL: _____ DATE SUBMITTED: _____

GROUP: _____

DESTINATION: _____

DEPARTURE DATE: _____ RETURN DATE: _____

DEPARTURE TIME: _____ PICK-UP TIME: _____ RETURN TIME TO 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 jwelch@sd85.bc.ca
and jcattermole@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.

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