

# GALT SCHOOLS TRANSPORTATION DEPARTMENT

Bus \_\_\_ of \_\_\_

Bus Transportation Request  
All requests for transportation must be made through the Transportation Department.  
Contact Transportation at [Transportation@galt.k12.ca.us](mailto:Transportation@galt.k12.ca.us) for bus availability

Destination: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_  
Day of Trip: \_\_\_\_\_ Leave Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

The California Code of Regulations (13 CCR 1227a) requires all bus stops be designated in advance of a trip. Please note all necessary stops in the Special Instructions section below. Attach additional sheets if needed.

**Buses will not make any unauthorized stops**

Leave: \_\_\_\_\_ @ \_\_\_\_\_  
Rest Stop Location: \_\_\_\_\_ Time Allowed: \_\_\_\_\_ Minutes

Arrive Destination: @ \_\_\_\_\_

Leave Destination: @ \_\_\_\_\_  
Rest Stop Location: \_\_\_\_\_ Time Allowed: \_\_\_\_\_ Minutes

Arrive: \_\_\_\_\_ @ \_\_\_\_\_

**Special Instructions:** (list additional stops, times and any special needs equipment) \_\_\_\_\_

**Health Dept Approval:** \_\_\_\_\_

**Itinerary :** (Passengers will load bus 15 minutes prior to departure time)

School Site: \_\_\_\_\_ Grade/Dept: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

Requestor: \_\_\_\_\_ Supervisor riding bus: \_\_\_\_\_

Total # of Passengers: \_\_\_\_\_ Total # of Buses: \_\_\_\_\_ Supervisor's cell ph. #: \_\_\_\_\_

Approval: \_\_\_\_\_ / \_\_\_\_\_  
School Principal/Athletics Director District Office

Driver explained emergency equipment/procedures and verified by: \_\_\_\_\_

## BELOW THIS AREA FOR TRANSPORTATION DEPARTMENT USE ONLY

Bus # \_\_\_\_\_ Start Mileage: \_\_\_\_\_ End Mileage: \_\_\_\_\_ Total Miles: \_\_\_\_\_  
Driver Start Time: \_\_\_\_\_ Driver Finish Time: \_\_\_\_\_ Driver Hours: \_\_\_\_\_  
Driver's Name: \_\_\_\_\_ # of adults: \_\_\_\_\_ # of students: \_\_\_\_\_

Total Miles: \_\_\_\_\_ X \$2.50 per mile = \$ \_\_\_\_\_  
Total Hours: \_\_\_\_\_ X \$30.00 per hour (up to 8 hours) = \$ \_\_\_\_\_ Total  
Hours: \_\_\_\_\_ X \$40.00 per hour (weekend trips up to 8 hours) = \$ \_\_\_\_\_ Contracted  
Company \_\_\_\_\_ Charter Charges = \$ \_\_\_\_\_  
TOTAL TRANSPORTATION CHARGES = \$ \_\_\_\_\_