

Santa Clara Unified SD Request for Transportation (Rev 10/12/18)

Field Trip Reservations 408-423-2065 Billing Info 408-423-2246 Office 408-423-2063

Email Form To: bustrip@scusd.net

*****If you are a SCUSD school, please use TransTraks to submit your trips. If you do not know who your school TransTraks user is, please call transportation at 2063*****

Requested date _____ Date of the trip _____ Day of the week _____

School: _____ Address: _____

Contact name: _____ Phone: _____ Email _____

Maximum Bus Capacity 78 - 78 passengers Elementary – 60 Middle - 56 passengers High School or Adult

of passengers: _____ (adults _____ students _____) # of buses needed _____

Grade(s) _____ Day of Trip Contact (name/phone) _____

Pick up Location: _____

Destination: _____

Address: _____

Pick up times

Location arrival time

Departure times

Return time

_____/_____
Load Leave

_____/_____
Load Leave

In Route Meal / Rest Stop? Yes ___ No ___ Location: _____

Requested by: _____ **Site Administrator Approval: _____

Required

Billing Info (if different from school information):

Address: _____

E-mail Address and Phone #: _____

All changes or cancellations must be in writing at least 24 hours prior to departure, failure to do so may result in additional charges.

Quote:

_____ X _____ = _____
_____ X _____ = _____
_____ X _____ = _____
_____ X _____ = _____

Hours: _____

Miles: _____

Per Bus Estimate:

_____ X _____ = _____
(# of buses) Total Quote

Outside Schools Field Trip Guidelines

Requesting a trip:

1. Download the request form on Santaclarausd.org – Departments – Transportation
2. Fill out the form and email to bustrip@scusd.net
3. You will receive back an emailed quote
4. If the quote is acceptable, email back that you would like to book the trip
5. It may be possible that your date is no longer available between the quote being emailed and you responding. We can suggest alternate dates.

Pickup & Return Times:

1. The earliest guaranteed pickup time on days our schools are in session is 8:45am.
2. The latest return time to your school site on days our schools are in session is 2:00pm. We have an obligation to service our district students on time and must insist on strict accountability for return times.
3. The earliest that we can leave for after school trips is 3:45pm on Monday, Tuesday, Thursday, and Friday and 2:45pm on Wednesday.
4. Other pickup and return times can be accommodated on a limited case-by-case basis as our schedule and driver availability allow.