

**CULVER CITY UNIFIED SCHOOL DISTRICT
FIELD TRIP - BUS TRANSPORTATION REQUEST FORM**

21688

INSTRUCTIONS:

1. Requisitioner is requested to complete in full, Section I and forward all copies for approval per indications under Section II. Please note that field trips that are not listed in the field trip guide require approval by the Assistant Superintendent, Educational Services.
2. Upon completion of Section II, as appropriate, all copies should then be forwarded to the Director of M.O.T. for confirmation of the trip date.
3. Upon completion of procedures per #1 and #2 above, the confirmation copy (green copy) will be returned to the school.
4. Upon completion of the trip, the final cost data will be provided to the school for its records.

NOTE: ALL TRANSPORTATION REQUESTS MUST BE RECEIVED IN THE M.O.T. OFFICE AT LEAST TWO WEEKS IN ADVANCE OF REQUESTED DATE.


SECTION I - TO BE COMPLETED BY REQUISITIONER

REQUISITIONED BY: Tracey Burns (TEACHER) GRADE: 1st TODAY'S DATE: 10/20/23
 SCHOOL: Lin Howe DEPARTING FROM (school/location): Front of Lin Howe NAME OF PERSON(S) IN CHARGE: 1st Grade Teachers
 TRIP DATE: May 21, 2024 DESTINATION (INCLUDE ADDRESS): Santa Monica Playhouse-1211 4th St. Santa Monica 90401
 #OF STUDENTS: 95 TOTAL # OF PASSENGERS: 120 DEPARTURE TIME: 8:45am PICK-UP TIME AT FIELD TRIP LOCATION: 1:30pm ESTIMATED # OF MILES (ROUND TRIP): 25

OBJECTIVE OF FIELD TRIP: Theatre: 4.0 Aesthetic Valuing-Students critique and derive meaning form works of theatre & theatrical artist on the basis of aesthctic qualities.

SPECIAL INSTRUCTIONS (IF ANY): Bus #1: 8:45 takes 1/2 of the students to Santa Monica Playhouse. After the performance (about 1 hr.) the students are picked up and taken to Reed Park (1133 7th St, Santa monica) to eat. Student picked up at 1:30 to return. Bus #2: 8:45 1/2 students go to Reed Park. Derpart Reed park at 11:00am to SM Playhouse. After show, return pick up at 1:30.

SECTION II - APPROVAL

APPROVED BY:  (SVE ADMINISTRATOR)
 BUDGET NUMBER(S) TO BE CHARGED: 01.0-91400.0-11100-10000-5816-2020000
 PAGE NUMBER IN FIELD TRIP GUIDE: _____ ASSISTANT SUPERINTENDENT'S SIGNATURE (REQUIRED IF LOCATION IS NOT LISTED IN FIELD TRIP GUIDE)

SECTION III - TO BE COMPLETED BY THE OFFICE OF M.O.T.

ASSIGNED TO: _____ BUS #: _____
 ENDING ODOMETER READING: _____
 STARTING ODOMETER READING: _____
 TOTAL MILES TRAVELED: _____

SECTION IV - TO BE COMPLETED BY THE OFFICE OF M.O.T.

ESTIMATED MILES: _____ X \$ _____ = \$ _____ (EST. COST)
 ACTUAL MILES: _____ X \$ _____ = \$ _____ (ACTUAL COST)
 ACCOUNT(S) TO BE CHARGED: _____ ACCOUNT AMOUNT CHARGED
 \$ _____
 \$ _____
 \$ _____
 \$ _____