

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

21700

**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: Leslie Gardner (TEACHER) GRADE: 3rd-5th TODAY'S DATE: 3/21/24  
 SCHOOL: Linwood Howe DEPARTING FROM (school/location): Front of Lin Howe NAME OF PERSON(S) IN CHARGE: Casey Chabola  
 TRIP DATE: 5/15/24 DESTINATION (INCLUDE ADDRESS): 1935 S. Hughes Way E1 Segundo 90245/120 Manhattan Beach Blvd. Man Beach 90266  
 #OF STUDENTS: 23 TOTAL # OF PASSENGERS: 27 DEPARTURE TIME: 9:30am PICK-UP TIME AT FIELD TRIP LOCATION: 1:00 ESTIMATED # OF MILES (ROUND TRIP): 29  
 11:30am


OBJECTIVE OF FIELD TRIP:

Green Ambassadors will see where and how water is recycled and why

SPECIAL INSTRUCTIONS (IF ANY):

9:30am bus picks up at Lin Howe- 11:30 bus picks up from 1935 Hughes Way and takes to Manhattan Beach  
1:00 Bus picks up from manhattan Beach and takes to Lin Howe

**SECTION II - APPROVAL**

APPROVED BY:  (SITE 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  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_