

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

25584

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: Lin Howe Site Lead (5th Gr.) / Vanessa Aguiar GRADE: 5th TODAY'S DATE: 7/8/25
 SCHOOL: Lin Howe DEPARTING FROM (school/location): Lin Howe NAME OF PERSON(S) IN CHARGE: 5th Grade Lead
 TRIP DATE: 4/13/24 - 4/15/24 DESTINATION (INCLUDE ADDRESS): Pali Institute: 30778 Hwy. 18, Running Springs CA 92382
 # OF STUDENTS: 93 TOTAL # OF PASSENGERS: 96 DEPARTURE TIME: 8:30 (4/13/24) PICK-UP TIME AT FIELD TRIP LOCATION: 10am (4/15/24) ESTIMATED # OF MILES (ROUND TRIP): 180
 OBJECTIVE OF FIELD TRIP: Pali Camp Educational Program. Students will be taught standard-aligned science curriculum.

SPECIAL INSTRUCTIONS (IF ANY): Students need to arrive between 10:30-11am on 4/13/24. Buses should come by 9-10am on camp departure day (4/15/24). Buses must have a bathroom.

SECTION II - APPROVAL

APPROVED BY:  (SITE ADMINISTRATOR)
 PAGE NUMBER IN FIELD TRIP GUIDE: _____
 BUDGET NUMBER(S) TO BE CHARGED: 010-901270-1100-10000-5816 2020000
 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: _____ (EST. COST) _____
 STARTING ODOMETER READING: _____ (ACTUAL COST) _____
 TOTAL MILES TRAVELED: _____
 ACCOUNT(S) TO BE CHARGED: _____ AMOUNT CHARGED _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

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: _____ AMOUNT CHARGED _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____