



**FORT VERMILION SCHOOL DIVISION No. 52**  
**FIELD TRIP AND BUS REQUEST FORM**  
**PHONE 928-3860 FAX: 928-3232**

DATE OF REQUEST \_\_\_\_\_ DATE(S) OF TRIP \_\_\_\_\_

SCHOOL \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

DESTINATION \_\_\_\_\_ DISTANCE KM \_\_\_\_\_ (ROUND TRIP)

NUMBER OF BUS PASSENGERS \_\_\_\_\_ # OF BUSES NEEDED: \_\_\_\_\_

DEPARTURE TIME \_\_\_\_\_ EXPECTED TIME OF RETURN \_\_\_\_\_

ACTIVITY \_\_\_\_\_ FIELD \_\_\_\_\_ SPORTS \_\_\_\_\_

ITINERARY \_\_\_\_\_

FOR OVERNIGHT TRIPS, PLEASE ENCLOSE A DETAILED ITINERARY AND BUS PASSENGER MANIFEST

NAMES OF BUS SUPERVISORS \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

***FOR OFFICE USE ONLY***

DIVISION PAID DRIVER \_\_\_\_\_ BUS No. \_\_\_\_\_

**APPROVAL**

\_\_\_\_\_  
SUPERVISOR OF TRANSPORTATION SIGNATURE

MILEAGE READING

DEPARTURE KM \_\_\_\_\_ RETURN KM \_\_\_\_\_

TOTAL KM DRIVEN \_\_\_\_\_

ON DUTY TIME \_\_\_\_\_ HRS

DRIVER'S SIGNATURE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_

TRANSPORTATION SUPERVISOR'S SIGNATURE \_\_\_\_\_