

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**Transportation Department**

**Request for Special Transportation**

**Request due in Transportation Dept. three (3) weeks prior to the event**

Date: \_\_\_\_\_ 20 \_\_\_\_\_

BUDGET# \_\_\_\_\_

**BILLING INSTRUCTIONS:**      **Bill to:** \_\_\_\_\_

*If this request is not being paid by the site, please fill in the " **Bill to** "section above*

*Example: {ASB General PO# ASB-XXXX, PTA, Football Boosters, Name of Outside Organization, Etc.)*

☐ **Supporting documentation attached**

Transportation Requested By: \_\_\_\_\_

For: \_\_\_\_\_ passengers from: \_\_\_\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Adult Chaperone Name: \_\_\_\_\_

Special Request: \_\_\_\_\_

Date Required: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

A.M. P.M.

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**NOTE:**

- All trips may be subject to Charter buses.
- Per District Policy **AR6153**©, field trips are **NOT** to interfere with the transportation of students to and from school.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Signature of Site Administrator

**Estimate: \$** \_\_\_\_\_

**TOTAL COST: \$** \_\_\_\_\_