SCHOOL DISTRICT NO. 22 (VERNON)

APPLICATION TO USE SCHOOL BUSSES
FOR OTHER THAN DAILY TRANSPORTATION

TD1

TRIP #

COMPLETE FORM
Must have an Account Code and Approval before submitting.
Once completed email to activitytrips@sd22.bc.ca

A trip number will be assigned as confirmation of booking and Emailed back to Secretary In Charge

1. **Trip Date:** _____ **# of students:** _____ **Grade:** _____ **# of Adults:**_____

2. **FROM:** _____ **AT:** _____
   (Specify location and proper address) **(Departure Time)**

3. **TO:** _____ **RETURN:** _____
   (Specify location and proper address) **(Departure Time)**

4. **Additional Details:** _____

5. **Special Request:** **Compartments** ☐ **Wheelchair:** ☐ **Harness:** ☐ **5 pt** ☐ **In-Seat**

6. **Account Code:** _____ **School:** _____

7. **Teacher/s:**_____ **Contact Name & Cell Ph#:** _____
   (While on trip for driver)

8. **School Department:** _____**Purpose of Trip:** _____

_____ _____
DATE OF APPLICATION **APPROVED BY:**

Itinerary if overnight or multiple drop off locations. Include pickup and return times and locations.

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RECEIVED:

EMAILED DATE : EMAILED TO:

Revised May2024