



SCHOOL DISTRICT 84 VANCOUVER ISLAND WEST

#2 Highway 28, Box 100, Gold River, BC V0P 1G0 Phone: 250-283-2241
djohnson@viw.sd84.bc.ca or sbadmin@viw.sd84.bc.ca

Bus Request Form

School Name: _____ Date: _____

Requester: _____

Destination: _____

Date of Departure: _____ Place of Departure: _____ Time: _____

Date of Return: _____ Time: _____

Supervising Teacher: _____ # of students: _____

of Chaperones: _____

Nature of Trip: _____ Total: _____

Notes:

1. Planning early for your trips will help everyone. Please do not book on speculation but only once your trip is planned. You can email Deane or Ellena if you have questions about availability during the planning stages of your trip.
2. Bus Requests must be logged with the School Board Office between the hours of 8:00am and 4:00pm, Monday through Friday.
3. The NSOP program has priority booking for the Activity Bus.

Person making reservation: _____

Operations Supervisor: _____ Date of Approval: _____

District Office use only:

Driver: _____

Estimated windshield time: _____ hours @ \$31.27/hour

Waiting time: _____ hours @ \$10/hour

Waiting days: _____ days @ \$120/day

Estimated Cost to school: _____

- ☐ Unit #11 (24 passenger) NSOP/Activity Bus - Class 4 License required
- ☐ Unit #12 (66 passenger) Class 2 License required
- ☐ Unit #13 (12 passenger) Handi Bus (No Gravel Roads) - Class 4 License required
- ☐ Unit #14 (14 passenger) Transit Van - Class 4 License required