SCHOOL DISTRICT 84
VANCOUVER ISLAND WEST

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

Bus Request Form

School Name: _____ **Date:** _____

Requester: _____

Destination: _____

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

Date of Return: _____ **Time:** _____

Estimate of Drive hours: _____
Estimate of Wait hours: _____

GL Code :_____

# of students: _____

Supervising Teacher: _____

# of Chaperones: _____

Nature of Trip:
Notes: _____

Total: _____

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 **sboadmin@viw.sd84.bc.ca** 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 #12 (66 passenger) Class 2 License required
- ☐ Unit #13 (12 passenger) Handi Bus (No Gravel Roads) - Class 4 License required
- ☐ Unit #19 (14 passenger) Transit Van - Class 4 License required
- ☐ Unit #15 (24 Passenger) NSOP Class 4 required

Revised: October 2026