



SCHOOL DISTRICT 84 VANCOUVER ISLAND WEST

#2 Highway 28, Box 100, Gold River, BC V0P 1G0
Fax: 250-283-7352 Phone: 250-283-2241

Bus Reservation Form

School Name: _____
Requester: _____
Today's Date: _____

Please reserve the: 36-Passenger Bus 66-Passenger Bus

Date of Departure: _____
Place of Departure: _____

Date of Return: _____ # of days: _____
Place of Return: _____

Supervising Teacher: _____

of students: _____ # of Chaperones: _____ Total Passengers: _____

Driver's Name: _____
Nature of Trip: _____

Regulations:

1. A copy of the driver's license and abstract must be on file with the Operations Department.
2. It is the responsibility of the school to ensure that the driver is competent and experienced to operate the bus.
3. All fuel and oil is the responsibility of the school/organization using the bus.
4. The driver is responsible for completing the Pre-Trip Bus Log.
5. The Operations Supervisor must be notified immediately of all mechanical or electrical problems on the bus by removing a Bus Service Form from the back of the Pre-Trip Bus Log, filling it out, and submitting it to the Administration Office.
6. The school/organization is responsible for returning the bus in a clean condition.
7. The school/organization is responsible for returning the bus with a full fuel tank.
8. Reservations must be logged with the Maintenance Department between the hours of 8:00 am and 4:00 pm, Monday through Friday.

Person making reservation: _____ / _____
(Please Print) (Signature)

Comments: _____

Operations Supervisor: _____ Date of Approval: _____