



# 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:

- Unit #9 (66 passenger) Class 2 License req'd     Unit #11 (24 passenger) NSOP/Activity Bus  
 Unit #12 (66 passenger) Class 2 License req'd     Unit #13 (24 passenger) Handi Bus (No Gravel Roads)  
 Unit #14 (15 passenger) Transit Van

Date of Departure: \_\_\_\_\_ Place of Departure: \_\_\_\_\_

Date of Return: \_\_\_\_\_ # of days: \_\_\_\_\_ Place of Return: \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_ # of students: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ # of Chaperones: \_\_\_\_\_

Nature of Trip: \_\_\_\_\_ Total: \_\_\_\_\_

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

*Note: Drivers with a class 4 unrestricted license may operate a bus up to 24 passenger.  
Drivers with a class 2 or better license may operate all busses.*

### 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 Operations Supervisor must be notified immediately of all mechanical or electrical problems on the bus.
5. The driver is responsible for completing the Pre-Trip Bus Log.
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 School Board Office between the hours of 8:00am and 4:00pm, Monday through Friday.

Person making reservation: \_\_\_\_\_ (Please Print)

Operations Supervisor: \_\_\_\_\_ Date of Approval: \_\_\_\_\_