

Bus Trip Booking Form

If trip is within the next 10 business days, expect a reply within 2 days.
Trips more than 2 weeks away will be replied to within 3-5 business days.
If your request is urgent, please call 604-572-0523.

☐ **Book Trip**

☐ Please provide QUOTE before booking

School Name:

Today's Date:

(DD-Mon-YY)

Courier No.:

Completed by:

School Phone No.:

Account #:

Head Secretary:

For Teacher(s):

Teacher's Contact
Cell Number:

REQUIRED

For safety reasons, the numbers cannot exceed the maximum

DATE of Trip:

(Weekday)

(Month DD, YYYY)

2nd Choice Date:

3rd Choice Date:

Destination:

Pick-up Time*:

(from School)

***DO NOT BOOK EARLIER THAN 9 AM**

*Depending on school location

Buses may be available by 8:45 AM

School comments:

Departure Time:

(from trip location)

ESTIMATED DROP OFF TIME AT SCHOOL MUST BE BY 2 PM

No. of Kinder - Grade 4 Students:

(maximum 72 students + 2 adults)

No. of K-4 Adults:

No. of Grade 5 - 12 Students:

(maximum 52, adults included)

No. of 5-12 Adults:

Form must be filled out in full and **SAVED** before emailing
INCLUDE: School Name and Date of Trip in PDF name & Subject line
Please use **SUBMIT** button to **EMAIL** saved PDF

EMAIL scanned copy to FACL-Transportation-Mail@surreyschools.ca

FOR TRANSPORTATION USE ONLY - PLEASE DO NOT WRITE BELOW THIS AREA

Booking No.(s):					Reserved Calendar:	<input type="checkbox"/>
Number of Buses required:		Cost per bus:		NOTES:	Database Entry:	<input type="checkbox"/>
Bus Number(s):					Wait:	Y N
Quote Emailed	Reply Received	Confirmed Booking	Revisions	CANCELLED		