

Rancho Santiago Community College District
Santiago Canyon College
Administrative Services
BUS REQUEST FORM

TODAY'S DATE: _____

REQUESTED BY: _____ EXT: _____
(Authorized District Employee)

EVENT OR SPORT: _____ DEPT: _____

TYPE OF BUS: Recliner/Coach [] 48 passenger _____ 56 passenger _____
School [] 52 passengers (2 per seat)
Mini Coach [] 22 passenger _____ 31 passenger _____

NUMBER OF PASSENGERS: _____ NUMBER OF FACULTY/STAFF: _____

PICK UP POINTS: [] SCC-Library (near flag pole) [] SCC-East side/Parking lot #1 between B & C Bldgs.
[] Other: _____

**DATE OF TRIP: _____
Month Day of week Date

**TIME: Load time is ½ hr. prior to departure DEPART: _____ am/pm RETURN: _____ am/pm

**DESTINATION: _____

**ADDRESS: _____ CITY: _____
(List complete address)

** ADDITIONAL DATES, TIMES AND DESTINATIONS SHOULD BE LISTED ON AN ATTACHED
"VEHICLE REQUEST FORM – PART II"

STAFF MEMBER ATTENDING EVENT: _____ EXT: _____

ADMINISTRATIVE APPROVAL: _____ DATE: _____
Dean or Administrator Signature

APPROVED COPY OF THIS FORM WILL BE SENT TO DEPARTMENT ADMINISTRATOR/SUPERVISOR AND REQUESTOR ONCE REQUEST IS CONFIRMED BY SCC-ADMINISTRATIVE SERVICES OFFICE.

OFFICE USE ONLY:
ORDERED BY: _____ DATE: _____
REQUEST(S): APPROVED _____ NOT APPROVED _____
NOTIFICATION SENT TO DEPARTMENT BY: _____ DATE: _____