

Palisades Charter High School
 Transportation Office
 15777 Bowdoin St.
 Pacific Palisades, CA 90272



Bus Request Form

Event Date:					
Destinations: Full Address	#1			#2	
Storage Needs, Special Instruction					
Pick-Up Time from PCHS		Departure Time: (From Destination1)		Arrival Time: (To Destination2)	
		Departure Time: (From Destination2)		Arrival Time: (Back to PCHS)	
No. of Students		No. of Adults		Total No. of Passengers	

Requested by: _____

For: _____

Department: _____ Ext: _____ Email: _____

Requester Signature: _____ Date: _____

For Use by Transportation Office Only:

Number of Buses Needed (Including Size): _____

Base Price:	
Overtime:	
Extra Mileage:	

Total Price:
 (Approximately) _____

Bus Ordered on: _____ Requester Notified by: Email / Phone / Person

Request Completed by: _____ Date: _____