

REQUEST FOR FIELDTRIPS

Requested by: _____ Contact Person: _____
(Program Name)

Details of Trip:

Date Requested: _____

Number of Passengers: _____ Approximate Departure Time: _____

Departure Location: _____

Destination (completes address & telephone #): _____

Approximate Arrival Time: _____

Purpose of trip: _____

Approximate Return Time: _____

Applicant Signature: _____

Approved by:

Signature: _____ Date: _____

To be completed by Bus Driver:

Start Time: _____ **End Time:** _____

Expenses Incurred:

(Receipts to be attached)

Parking: \$ _____

Meals: \$ _____

Fuel: \$ _____

Total: \$ _____

Mileage Readings:

KM OUT: _____

KM IN: _____

Total Trip KM: _____

The usage charge of these vehicles is **\$.80/km**. **As of September 1, 2011**

If a CDD driver is booked with the bus, additional charges will be an hourly rate of **\$50.00/hour** with a minimum of two hours. . The hourly rate starts when the driver starts at the Sto:lo Nation grounds including kilometers and the hourly rate ends when the drivers arrives back to the Sto:lo Nation grounds including kilometers.

CDD Bus Use Policy

The CDD passenger buses and the passenger van are given priority use to Community Development Department (CDD) programs.

Only internal Sto:lo Nation Departments and member First Nations may request use of these vehicles. It is clearly understood that availability is subject to CDD programming. Booking of these vehicles is based on the following criteria:

- It does not conflict with CDD program schedules.
- The usage charge of these vehicles is **\$.80/km.** **As of September 1, 2011**
- If a CDD driver is booked with the bus, additional charges will be an hourly rate of \$50.00/hour with a minimum of two hours.
- The hourly rate starts when the driver starts at the Sto:lo Nation grounds including kilometers and the hourly rate ends when the drivers arrives back to the Sto:lo Nation grounds including kilometers.
- The booking of the bus with a CDD driver is made using the Request for Bus Service Form (**minimum 10 working days prior**) and approved by CDD.
- Applicants for bus use that include CDD drivers will be given preference.
- The booking of the bus without a CDD driver is made using the Request for Bus Service Form (**minimum 5 working days prior**) and approved by CDD.
- A request for use of the bus without a CDD driver, will require that the driver must attach a current Driver's Abstract from the BC Motor Vehicle Branch to show a valid Class 1 or Class 2 Driver License with proof that the license is in good order. No exceptions.
- The use of these vehicles must also comply with the Sto:lo Nation Policy on Vehicle Use [Section 3.4.4 of the SNOPM.](#)

The Fieldtrip request form can be found in the <N:\CED\CDD BUS ROUTES FORMS> Or - <http://www.stolonation.bc.ca/services-and-programs/employment-and-training/employment-and-training.htm>