

**REQUEST FOR FRESNO AREA EXPRESS (FAX)
BOARDING LETTER**
(PLEASE READ INSTRUCTIONS AT THE BOTTOM BEFORE ORDERING)

DATE OF TRIP: _____ DATE OF REQUEST : _____

NAME OF SCHOOL/DEPT: _____

CHARGE STUDENT BODY NO _____ YES _____ (if yes, please provide dept. #)DEPT. # _____

BUDGET # TO CHARGE: _____
(5721 is the object used for bus transportation - preschool use, 5761)

	FUND	DEPARTMENT	UNIT	OBJECT	ACTIVITY	FUNCTION
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STATE & FEDERAL FORMS MUST BE RECEIVED PRIOR TO THE TRIP DATE IF USING RESTRICTED BUDGETS OR CHARGES REVERT TO STUDENT BODY.

Requester's Signature

Approval Signature

NAME OF TEACHER: _____

NUMBER OF STUDENTS & STAFF GOING _____ (Not to exceed 35)

BOARDING POINT: _____ () TIME: _____
(Need cross streets or shelter #) ROUTE #

TRANSFER POINT: _____ () TIME: _____
(Need cross streets or shelter #) ROUTE #

DESTINATION: _____
(Name of place you are going to)

RETURN BOARDING POINT: _____ () TIME: _____
(Need cross streets or shelter #) ROUTE #

TRANSFER POINT: _____ () TIME: _____
(Need cross streets or shelter #) ROUTE #

*******Trips are to be taken between the hours of 9:00 a.m. and 2:00p.m.*******

PLEASE READ BEFORE ORDERING

Call Fresno Area Express (498-1122) to get exact boarding points with cross streets or shelter letters, times and route numbers.

Call FUSD TRANSPORTATION DEPARTMENT (457-3138) if you need more information or if you have questions, or fax over your request 10 days prior to the trip date with all of the above information filled in completely to (275-6665).

TRIPS ARE TO BE TAKEN BETWEEN THE HOURS OF 9:00 A.M. AND 2:00 P.M.

To avoid cancellation fees, give FUSD Transportation Department 48 hours notice. *Schools are responsible and will be billed for charges arising from late or failed cancellation notices.*

The flat rate of your trip will be assessed to your school (or budget number). There will be no charge upon boarding the bus.

\$14.00 for the first 25 people and \$1.70 for each additional person up to 35 people.

Only one group of 35 per bus will be allowed on board.