

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: _____

BUDGET # TO CHARGE

(5721 is the object used for bus

Transportation – preschool use 5761)

FUND	DEPT	UNIT	OBJECT	ACTIVITY	FUNCTION
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IF USING STATE/FEDERAL BUDGETS, AN APPROVED STUDY/ACTIVITY FORM MUST BE RECEIVED 2 DAYS PRIOR TO THE TRIP DATE TO INSURE THE CHARGES DO NOT REVERT TO YOUR STUDENT BODY ACCOUNT.

Requester's Signature

Approval Signature

NAME OF TEACHER: _____ GRADE LEVEL: _____

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

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

TRASFER 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 #

PLEASE READ BEFORE ORDERING

Call Fresno Area Express (498-1122) to get the exact boarding points with cross streets or shelter letters, times and route numbers. Trips are to be taken between the hours of 9AM and 2PM only.

NEW **You must relinquish a copy of your boarding letter every time you step onto a FAX bus or your group will not be allowed to board. Four boarding points will require 4 copies of your boarding letter, etc.!!

Call FUSD TRANSPORTATION DEPARTMENT (457-3138) if you need more information or if you have any questions. Fax over your request 14 days prior to the trip date with all the above information filled in completely to 457-3136.

To avoid cancellation fees, give FUSD Transportation Department 4 days (96 hours) notice in writing referencing your trip number. Schools will be billed for charges arising from late or failed cancellations notices. You will receive a written confirmation back anytime you schedule or cancel a trip.

\$25.00 for the first 25 people and \$2.50 for each additional person up to 35 people.

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

ONLY ONE GROUP OF 35 PER BUS BILL BE ALLOWED ON BOARD.