

## 2025/26 BUS REQUEST FORM

**IMPORTANT:**

- Bussing for Senior Teams is NOT guaranteed. (*Parents are expected to drive & support*)
- Submit your request and UNLESS you are notified by me that A) it is not approved or B) changes to your request are required, consider the request **APPROVED**.
- **IF YOU SUBMIT A REQUEST AND LEARN AT A LATER DATE, THAT BUS IS NO LONGER REQUIRED—YOU MUST LET ME KNOW ASAP.**

[Scheduler.Ocsaa@sd23.bc.ca](mailto:Scheduler.Ocsaa@sd23.bc.ca)

Failure to cancel a scheduled bus:

1<sup>st</sup> time-warning

2<sup>nd</sup> time- \$100 fine

3<sup>rd</sup> time- cancellation of bussing privileges

Transportation Clerk-Dispatcher: Field Studies & Sports Trips	Karen Hansen <a href="mailto:Fieldstudies@sd23.bc.ca">Fieldstudies@sd23.bc.ca</a> Ext. 7607	<ul style="list-style-type: none"> <li>• General Inquiries</li> <li>• Field Studies &amp; Sports Schedules</li> <li>• Field Study Billing</li> </ul>
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<b>EMERGENCY CONTACT</b>	During office hours 6:00 am – 5:00 pm Mon-Fri	250-258-8945
<b>EMERGENCY CONTACT</b>	After Hours & Weekends	Gail 250-801-9978 Lori 250-826-2638

The Athletic Scheduler (Doug Meraw) will book the bus. If you need to cancel a bus, contact him asap. If the bus cancellation is the day of the planned trip and you do not hear back from him immediately, please contact Field Studies using the contact information above to cancel your bus.

**MUST fill out all categories below;**

- **SCHOOL NAME:** \_\_\_\_\_
- **SPORT (LEAGUE, B/G & JR/SR)** \_\_\_\_\_
  - **Example: Sr Boys Volleyball**
- **COACH'S NAME** \_\_\_\_\_
- **COACH'S EMAIL** \_\_\_\_\_ **CELL #** \_\_\_\_\_
- **TOTAL NUMBER OF RIDERS:** \_\_\_\_\_
- **NEED FOR EQUIPMENT TRANSPORTED (IF SO, DESCRIBE BRIEFLY)**  
\_\_\_\_\_
- **DATE OF GAME:** \_\_\_\_\_
- **LOCATION OF GAME (exact if not at another high school-a City field etc):**  
\_\_\_\_\_
- **TIME OF GAME:** \_\_\_\_\_
- **\*REQUESTED TIME OF PICK UP AT YOUR SCHOOL:** \_\_\_\_\_
  - **CANNOT PICK UP BETWEEN 2PM-4PM**
- **REQUESTED TIME OF PICK UP AFTER GAME:** \_\_\_\_\_
- **EXPECTED TIME OF ARRIVAL BACK AT YOUR SCHOOL:** \_\_\_\_\_
- **HAVE THESE REQUESTS IN AT LEAST **ONE WEEK** PRIOR TO GAME DAY**
- **EMAIL REQUEST TO:** [Scheduler.Ocsaa@sd23.bc.ca](mailto:Scheduler.Ocsaa@sd23.bc.ca)