

**CONTRACT NAME: AGREEMENT BETWEEN WASHINGTON  
UNIFIED SCHOOL DISTRICT AND DAVIS JOINT UNIFIED  
SCHOOL DISTRICT**

**BRIEF DESCRIPTION OF CONTRACT:** This agreement is between Washington Unified School District and DJUSD to transport DaVinci Charter Academy students roundtrip to the California Museum on January 22, 2018.

**FISCAL IMPACT:** The site budget covers the cost of this trip.

**WASHINGTON UNIFIED SCHOOL DISTRICT**  
**Transportation Request**

SCHOOL DeVinci Charter Academy DEPT./GRADE 10 DATE 22 September 2017  
22 January 2018  
DESTINATION/ADDRESS The California Museum 1020 O Street, Sacramento CA 95814  
NUMBER OF STUDENTS 98 NUMBER OF ADULTS 2 on buses NUMBER OF BUSES 2  
8:40 12:00 22 January 2018  
SCHOOL DEPARTURE TIME SCHOOL RETURN TIME TRIP DAY AND DATE  
(NOT BEFORE 8:30AM)

BUDGET CODE (MANDATORY) 09-300-529-9010-0-1110-1000-5830 4419

FOR CATEGORICAL PROGRAMS ONLY: This expenditure is related to the funding source,

PLEASE NOTE: A ROSTER WITH EMERGENCY INFORMATION MUST BE PRESENT ON THE FIELD TRIP

Bell, Scott Stephen 22 Sept 2017  
TEACHER'S NAME / DATE

Tyler Milby 10/16/17  
SITE ADMINISTRATOR'S SIGNATURE / DATE

DISTRICT APPROVAL (CATEGORIAL/OTHER)

TRANSPORTATION APPROVAL

ADDITIONAL REQUESTER INFORMATION:

PLEASE NOTE: **THIS TRANSPORTATION REQUEST IS NOT APPROVED UNTIL ALL SIGNATURES ARE PRESENT**

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TRIP EMERGENCY PROCEDURE VERIFICATION: STARTING TIME: ENDING TIME:

DRIVER: BUS NUMBER

YARD	TIME IN	MILEAGE IN	TIME OUT	MILEAGE OUT	TOTAL MILEAGE

TIME ARRIVED SCHOOL	TIME DEPART SCHOOL	TIME ARRIVE DESTINATION	TIME DEPART DESTINATION	TIME ARRIVED BACK TO SCHOOL

TRIP COMPLETED

DRIVER'S SIGNATURE

DATE

.....  
(OFFICE USE ONLY)

MILEAGE CHARGE RATE COST

DRIVING HOURS RATE COST

OVERTIME RATE COST

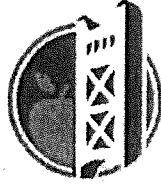
TOTAL WORKDAY HRS  
(M.O.T. INFORMATION ONLY)

TOTAL COST

3545-4-TR (revised 09 /14)

BOARD OF EDUCATION  
Sarah Kirby-Gonzalez, President  
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WASHINGTON  
UNIFIED  
SCHOOL  
DISTRICT  
WEST SACRAMENTO

DISTRICT OFFICE  
930 Westacre Road  
West Sacramento, CA 95691

TEL (916) 375-7600  
FAX (916) 375-7619

[www.wusd.k12.ca.us](http://www.wusd.k12.ca.us)

August 1, 2017

To whom it may concern

This letter is to inform all groups that when you are on a field trip or Athletic trip, you need to have a list of all people on the bus. Including chaperones. This list must include:

Full name  
Phone number  
Address  
Parent's name (for minors under 18 yrs)  
Emergency Contact Number

If this list is not available for the bus driver at the time of pickup, the trip may be Denied. Our district policy is to have this list in case of an emergency.

We look forward to providing a professional and pleasurable fieldtrip Experience for all of our passengers and your cooperation is very much appreciated.

Sincerely,

*Kim Alpers*  
*Fieldtrip Coordinator*  
*Transportation Tech*  
*WUSD*

916-375-7688

Email - [Kalpers@wusd.k12.ca.us](mailto:Kalpers@wusd.k12.ca.us)

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BUSINESS SERVICES  
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