

Olympic Educational Service District #114
 105 National Avenue North, Bremerton, WA 98312
 360.478.6889—1.800.201.1300—Fax 360.405.6808



****This form must be submitted to
 Bonnie Thane before 12pm the day before the event.**

Early Learning Department/City Cab—Taxi Request

1. Date Given to Bonnie: _____ **Driver's Name** (driver fills out): _____
2. Staff Requesting Taxi: _____ Staff's Phone: _____
3. **DATE & DAY** Transportation is Needed: _____
4. Grant to be Charged (circle one): **HS** **EHS** **ECEAP** **EHS-CCP**
5. Name of Event Being Attended: _____
6. Pick-Up Time: _____ **ACTUAL TIME ARRIVED** (driver fills out): _____
 Return Pick-Up Time: _____ **ACUTAL TIME ARRIVED** (driver fills out) : _____
 # of Adults _____ # of Children _____
7. Mark One (Only if Applicable):
 This is a one-way trip TO the event only
 This is a one-way trip home FROM the event only
8. Parent/Fare Name: _____
 Parent/Fare is Spanish speaking only (if yes, taxi driver will contact the staff member's phone if any questions)
9. Pick-Up Address: _____ City _____ Zip _____
10. Parent Phone: _____
11. Transport to This Address: _____ City _____ Zip _____
12. Return to This Address: _____
13. **Additional Information:** _____

REQUEST WAS CANCELLED AT THIS TIME (driver fills out): _____ **CANCELLED BY (name)** (driver fills out): _____



City Cab Dispatch: 360.550.5377 If your taxi needs to be cancelled and you cannot reach one of the Admin Assistants, **you must call City Cab yourself** and cancel in this manner: "Hello, this is _____ calling from the OESD. I need to cancel the taxi for Callahan Drive today." Then you will need to email Bonnie the information about which request you cancelled as soon as you can.

Bonnie: 360.478.6889—Brooke: 360.478.6860—Sasha: 360.478.6887

Account Code to be Charged _____