
The Mission of Santa Ana College Administrative Services is to provide a variety of resources and professional services in support of student success and the operations of the college in a cooperative, convenient, and expeditious manner.

Bus Request Procedures

To insure that we are able to accommodate your needs within your timelines, it is strongly encouraged that all bus requests are made at the beginning of each semester. Bus requests are approved only for Santa Ana College athletic events.

- All information must be provided on Bus Request form. Forms are available in the Administrative Services office, S-203 and in the Kinesiology office, W-102. Please note: Your request cannot be processed without the complete destination address on the form. It is required by the bus company.
- Three signatures are required: the Administrator/Dean's signature, VP of Academic Affairs and the requestor's signature.
- Buses available: coaches, mini-coaches and school buses.
 - Under 60 miles one way distance, a school bus should be provided.
 - Over 60 mile one way distances, either a coach or mini-coach should be provided
- If the request is for an overnight trip you must reserve a private hotel/motel room for the bus driver.
- If you need to cancel the bus, please note the following:
 1. The bus companies require 24 hours notice prior to trip date.
 2. If the bus is cancelled the day of the trip there is a fee that will apply.
 3. If the bus is not cancelled less than 24 hours due to the requestor not notifying Administrative Services the requestor/department will be required to pay the cancellation fee.
 4. If the bus is cancelled due to weather conditions the cancellation fee will be paid by Administrative Services.
- At this time the bus company we are using is; Ryan's Express-310-219-2960, Contact person: Tyrone Ibarra