

FIELD TRIP REQUEST NEEDS TO BE AT THE TRANSPORTATION OFFICE TEN DAYS PRIOR TO THE TRIP. Phone in requests will be accepted in an emergency, dependent on bus availability. Ideal trip times are between 9:00 AM and 2:15 PM. League commitments have first priority. Requests are on a first come, first serve basis.

Please provide accurate counts so that we can accommodate your trip comfortably and efficiently. Elementary counts will be 65 maximum and middle/high school counts will be 50 maximum. (Adults take the space of two elementary students).

Day of Week  Date of Trip

Destination

Transportation Use  
Leave Base (time)

School

School pick up time

Grade level(s)/Group

Destination arrival time

Staff contact

Destination pick-up time

Staff member's cell phone no.

School return time

Total passengers (students & adults)

Estimated miles

Transportation Use  
Return to Base (time)

Basic itinerary

Special equipment/accommodation needs:  
(wheelchair access/under storage needed, etc.)

**School Office Use Only**  
Account code   
Date   
Building Administrator's Approval \_\_\_\_\_

**Transportation Use Only**

Bus # <input type="text"/>	Driver (1) <input type="text"/>	Bus # <input type="text"/>	Driver (2) <input type="text"/>
Start time: <input type="text"/>	End time: <input type="text"/>	Start time: <input type="text"/>	End time: <input type="text"/>
Total driving time: <input type="text"/>		Total driving time: <input type="text"/>	
		(if applicable) Total overtime hours	<input type="text"/>

**Mileage:**

(1) End <input type="text"/>	- (1) Start <input type="text"/>	= Total miles	<input type="text"/>
(2) End <input type="text"/>	- (2) Start <input type="text"/>	= Total miles	<input type="text"/>
(3) End <input type="text"/>	- (3) Start <input type="text"/>	= Total miles	<input type="text"/>

Driver Signature \_\_\_\_\_ Driver Signature \_\_\_\_\_

Teacher/Coach Signature (at end of trip) \_\_\_\_\_

Comments: