



# Bus Transportation Trip Request

**\*Indicates a REQUIRED field. Forms will be returned if hand written or incomplete. Any change requests will need to be submitted with a new form.**

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	<input type="text"/>	Date of Trip	<input type="text"/>
Destination	<input type="text"/>	School pick up time	<input type="text"/>
School	<input type="text"/>	Destination arrival time	<input type="text"/>
Grade level(s)/Group	<input type="text"/>	Destination pick-up time	<input type="text"/>
Staff contact	<input type="text"/>	School return time	<input type="text"/>
Staff member's cell phone no.	- -	<b>Transportation Use Only</b>	
Total passengers (students & adults)	<input type="text"/>	Leave Base (time)	<input type="text"/>
Estimated miles	<input type="text"/>	Return to Base (time)	<input type="text"/>
Basic itinerary	<input type="text"/>		
Special equipment/accommodation needs: (wheelchair access/under storage needed, etc.)	<input type="text"/>		

<b>School Office Use Only</b>	Account code	<input type="text"/>
Building Administrator's Approval	Date	<input type="text"/>

<b>Transportation Use Only</b>	
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"/>
<b>Mileage:</b>	(if applicable) Total overtime hours <input type="text"/>
(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: