

TRANSPORTING OUR FUTURE

RE: REQUEST FOR "EXTRA TRIPS"

Request Date: _____

School: _____

Date of Trip: _____

Destination: _____ (Special Directions Attached)

Purpose of Trip: _____

Grade: _____ # of Students: _____

Length of Time of Event: _____ # of Teachers: _____

Departure Time from School: _____ # of Chaperones: _____

Departure Time from Destination: _____ Total: _____

Arrival Time Back to School: _____

Name of Teacher Requesting Trip: _____

Principal/Supervisor Approval: _____

(Signature)

1. This form must be received in the Transportation Office **ONE WEEK prior to trip.**
2. No trip requests will be taken over the telephone.
3. Trips out of district will carry no more than 50 passengers, including teachers and chaperones.
4. A list of students/chaperones shall be provided for the bus driver.
5. Teachers/chaperones should be provided with, and be familiar with, a copy of busing policies.
6. It is essential that the departure time from destination be met, as buses are required to be on routes upon return.

One copy of this form will be returned to you as soon as possible.