School Bus Trip Request Form

The following information will need to be submitted to the driver before the field or athletic event will depart:

1. **Field Trips: Roster of all students and adults actually riding the school bus; includes Teachers name and classroom designation.**
2. **Athletic Trips: Roster of all students and adults riding to the event as well as a roster of all students and adults riding home from the event.**
3. **Directions to event unless address and phone # are provided.**
4. **Phone numbers where group can be located; cell phone number of person in charge, will suffice for destination phone numbers.**
5. **Field with an asterisk will be returned if left blank.**
6. **Send all copies to the Transportation Manager for approval.**
7. **Golden Rod copy will be retuned to the person who submitted the form.**
8. **In charge Adults are to insure the cleanliness of the Bus after returning from trip.**
9. **When school is not in session, bus driver's name and phone # will be sent 4 days prior to trip.**

Grade or Subject:	**Date(s) of Trip:**
Building:	**Day of Week:**
Teacher(s):	**Pick-Up Entrance:**
Bus Pick-Up Time:	**Approximate Return to School:**

Destination (Include name of destination, address, and phone numbers; please attach trip itinerary):

Number of Students:	**Number of Adults:**	**Number of Busses Requested:**

Special Instructions (booster seats, safety belts, wheel chairs, overnighters, large equipment, coolers, etc…):

Submitted By:	**Submit Date:**
Contact Person:	**Contact Phone:**
Approved (Principal):	**Date:**
Transportation Approval:	**Date:**

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Driver: ____________________________________ **Bus #: __________________**

Driver show up time: __________________ **Ending Miles: _______________________________**

Driver ending time: ___________________ **Beginning Miles: ____________________________**

Field Trip Walkers: ___________________ **Total Miles: _________________________________**

Number of Students: __________________ **Cost of Field Trip: __________________________**
($1/student/15miles, $1.50/student/25 miles, $2/student/50miles)

Field Trip Number: ___________________ Reimbursable Trip: Yes or No