



School Bus Transportation Request

School Name _____ Grade _____
Lead Teacher name & email _____

Place of Visit _____
Address: _____

Date of Departure _____
Time of Departure _____
Date of Return _____
Time of Return _____

Number to be transported:

Students _____
Wheelchairs _____
Teachers _____
Chaperones _____
Total = _____

1. Transportation Request should be sent to Transportation office 10 days prior to trip date.
2. Routine field trips are not to be scheduled to leave before 8:15a.m and must return by 2:00p.m
3. Admission tickets/meals /lodging/ parking fees must be provided for each driver from requesting school.
4. Students are to be supervised by teacher/chaperones. All bus rules apply to students on field trips.
5. School/Teacher should inform the Transportation Office immediately upon decision to cancel trip.
6. Transportation reserves the right to ground buses in the case of extreme weather conditions, or Security threats.

Transportation Office use only:

Assigned Drivers:

Trip Cost: