



**Transportation Field Trip Request Form**

**Instructions:**

- 1) Requests must be received by the Transportation Department at least one month prior to a trip.
- 2) A separate request form must be filled out for each trip.
- 3) This form must be approved by both the building principal and the Supervisor of Transportation.

E.S./M.S. TRIP COORDINATOR:

Teacher Requesting the Trip: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Destination/Address: \_\_\_\_\_

Departure Time from school: \_\_\_\_\_ Destination Arrival Time: \_\_\_\_\_

Return Time from Destination \_\_\_\_\_ Return Time to School: \_\_\_\_\_

Group: \_\_\_\_\_

# of Students: \_\_\_\_\_ # of Adults: \_\_\_\_\_ Cafeteria Notified:  YES  NOT APPLICABLE

Additional Needs (WC Bus, etc) \_\_\_\_\_

Building Principal's Initial Approval: \_\_\_\_\_ Date: \_\_\_\_\_

TRANSPORTATION DEPT:

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Vehicle :  Large Bus  Van  Suburban

Comments: \_\_\_\_\_

Transportation Supervisor's Approval : \_\_\_\_\_ Date: \_\_\_\_\_

E.S./M.S. TRIP COORDINATOR:

Total # of students: \_\_\_\_\_ Total # of Staff \_\_\_\_\_ Total # of Chaperones: \_\_\_\_\_

Cost per Student ticket/admission: \$ \_\_\_\_\_ Cost per Adult ticket/admission \$ \_\_\_\_\_

Amount Collected: \$ \_\_\_\_\_ PTSA Contribution: \$ \_\_\_\_\_

Advance payment required: \$ \_\_\_\_\_ by (date) \_\_\_\_\_

Check made payable to: \_\_\_\_\_

Name & Address for Payment: \_\_\_\_\_

ELEMENTARY SCHOOL/MIDDLE SCHOOL PRINCIPAL:

Final Approval by the Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL COPIES TO: BUSINESS OFFICE; MAIN OFFICE; TRIP COORDINATOR**