

FIELD TRIP TRANSPORTATION REQUEST

SCHOOL _____ PHONE _____

ADDRESS _____

TRIP DATE/DAY _____ REQUESTED BY _____

DESTINATION _____ REPORT TO _____

ADDRESS _____

Pick-Up Time at School _____ AM/PM # of Students + (# of WC's) _____ + (____)

Pick-Up from Destination _____ AM/PM # of Adults + (# of WC's) _____ + (____)

Return Time to School _____ AM/PM # of Coaches + (# of Lifts) _____ + (____)

**ALL FIELD TRIPS MUST BE REQUESTED 3 WEEKS PRIOR TO DATE OF TRIP
 BUS SERVICE MUST BE PAID BEFORE SERVICE DATE
 MUST PAY 4 HOUR MINIMUM**

METHOD OF PAYMENT

PURCHASE ORDER # _____ CHECK # _____ Total Amount Paid \$ _____

(Please Check the Appropriate):

- ENROUTE STOP _____ LUNCH: From _____ To _____
 - Hi-Way Bus Shuttle Bus ABC Transportation First Student Safeway Transportation
 - Local Tour Luggage/Equipment Number of Bus Attendants Required _____
- Hourly Rate \$10.99 Per Attendant (Separate PO Required with DPS as Vendor)

Purpose of Trip (include cognitive activities that precede and follow the trip.) Person/Agency Paying for trip
 (If necessary, please use additional paper)

	Name
	Address
	City/Zip
	Phone
	Estimated Cost

APPROVALS:

Principal/Project Director _____ Date Received _____

Process for Requesting Field Trip

**Submit Request, Confirm Bus Availability & Pricing with Transportation Service Provider (TSP) The Same Day
 Request Purchase Order Using Price Received From TSP**

Availability of Buses during regular school days:

- (a) Available Monday – Thursday depart school @ 9:00 a.m. and arrive back to school @ 2:00 p.m.
- (b) Available Friday depart school @ 9:00 a.m. and arrive back to school @ 1:30 p.m.
- (c) Destination Maximum Distance 30 miles from school location

To Avoid 2 Hour Show-up Charge Per Bus

All Cancellations Must Be Made 72 Hours Prior To Date of Trip

