

FIELD TRIP BUS REQUEST

Grade Level _____ Teacher Ordering _____

- Requirements:
- 1) Order bus at least 1 month in advance
 - 2) Earliest bus time 9:30 a.m. (Possibly 9:15 for smaller bus – not 77 passenger bus.)
 - 3) Must return to school by 1:30 p.m. at latest
 - 4) Last day for trips is mid May – check before scheduling in May.

GRADE LEVEL: _____

DATE OF TRIP: _____

TRIP TO: _____

ADDRESS: _____

FOR: _____

****TIME LEAVING SCHOOL:** _____

TIME LEAVING STOP #1: _____

ADDITIONAL STOP NAME: _____

ADDITIONAL STOP ADDRESS: _____

ADDITIONAL STOP TIME: Arrive: _____ Leave: _____ (times)

****TIME RETURNING TO SCHOOL:** _____

****These times must be exact – the additional stops are “best guess.”**

OTHER INFO: (i.e. We are using our Spirit Night \$ for this trip; Transportation is reimbursed for this trip; Embracing Our Differences pays for this trip, etc.)

-----OFFICE USE-----

COST OF BUS: \$ _____ X1 _____ X2

COST PER STUDENT: \$ _____

DATE LUNCH COUNTS DUE: _____