



Proud Traditions...Unlimited Possibilities

2022-2023 Transportation Trip Request Form

Please allow at least 10 business days notice on all trip requests.

Today's Date: _____

Trip Date: _____

School/Group: _____

Grade Level(s): _____

Total riders (please include students, teachers, chaperones in your count): _____

Pick up point at school: _____

Departure Time: _____ AM _____ PM

Destination: _____

Departure time from destination: _____ AM _____ PM

Additional Information/Comments:

If your trip is greater than 8 hours or overnight, please provide a detailed agenda.

Type of Transportation Available: Bus, Van (8 passenger), Suburban (7 passenger)

Bus _____ Van _____ Suburban _____

Requestor's Name: _____ Cell #: _____

Administrator's Approval: _____ Date: _____

Transportation Approval: _____ Date: _____

of Bus(es) Approved: _____

When transportation has approved the trip request, we will return a copy of the request for your records.

If you don't receive a copy within 5 business days, please contact the Transportation Department.

A hard copy of students/teachers/chaperones, emergency contact names, emergency contact phone numbers must accompany all requests and the most current hard copy must be carried on the bus during a trip.

If requesting the Van the following documents need to be on file and current:

Annual Use of School Vehicle Form

Copy of Class D3 Driver's License

A checklist is provided below.



Below is a checklist of items needed if your group is riding the bus for an activity, athletic event or field trip. A hard copy of the below information must accompany you during your trip. If you are taking more than one bus for your group, then a hard copy of the below information must be on each bus. Please take roll call on each bus and check off the students on each bus TO and FROM. The bus driver will ask to see your copy. This information is important in the event of an accident occurs and the teacher, coach, or chaperone is unresponsive. Emergency personnel will be able to find your book of information and check off who should be on the bus.

Check list of information needed for all persons riding the bus or van:

- | | |
|----|--|
| 1 | List of Student Names |
| 2 | List of Student Emergency Contact Names |
| 3 | List of Student Emergency Contact Phone Numbers |
| 4 | List of Teacher Names (Please fill out the list provided to right of form) |
| 5 | List of Teacher Cell Phone Numbers |
| 6 | List of Teacher Emergency Contact Names |
| 7 | List of Teacher Emergency Contact Phone Numbers |
| 8 | List of Chaperone Names (If riding the bus) |
| 9 | List of Chaperone Emergency Contact Names |
| 10 | List of Chaperone Emergency Contact Phone Numbers |

Need to cancel your trip, time is important:

1. Weather Related: If you could let the Transportation Department know as soon as possible about a weather cancellation, it would be appreciated. If the Transportation Department knows 1 1/2 hours in advance the district can save money by not incurring driver's wages if they are notified in a timely manner.

2. Non-Weather Related: The Transportation Department needs 7 days notice prior to your trip date if you need it to be cancelled. This allows our drivers the opportunity to sign up for other trips. If it is less than 7 days, your group will be charged a portion of the trip that would have taken place. The maximum would be 4 hours charged to your group.

Emergency Contact Information

Teacher				
	Name	Cell Phone	Emergency Contact Name	Emergency Contact Phone Number
1				
2				
3				
4				
5				
6				

Chaperone				
	Name	Cell Phone	Emergency Contact Name	Emergency Contact Phone Number
1				
2				
3				
4				
5				
6				
7				
8				

