

### FIELD TRIP BUS REQUEST

(This form must be completed for both local and out of district trips)

School Making Request: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Number of Buses requested: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Return Time: \_\_\_\_\_

Driver Name: \_\_\_\_\_

Number of students: \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Comments, special request or instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Person making Request**

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Date**

**All requests must be received in the central office as far in advance as possible. If a bus is needed, we will need a minimum of three days notice.**