

TRANSPORTATION TRIP REQUEST

School Name: _____ Date Requested: _____
Grade Level (s): _____ Number of Buses Requested: _____
Sponsor Requesting Trip: _____ Number of Students: _____
Organization/Class: _____ Number of Adults: _____
Destination: _____ Pick Up/Drop off Location: _____
Date of Trip: _____ Time of Departure From School _____
Date of Return: _____ Time of Arrival Back at School: _____
Special Instructions or Directions: _____

Approved by:

(Principal) (Date)

(SUPERINTENDENT/DESIGNEE) (Date)

(TRANSPORTATION) (Date)

Transportation Request Guidelines

1. This form is to be used for all transportation requests except athletic, intramural, and extended community shuttle.
2. Submit completed form, with principal's approval, to PTEC for superintendent's signature **a minimum of two (2) weeks before the field trip occurs.**
3. Completed form will be duplicated by PTEC with copies sent to the Department of Transportation. Transportation will return a copy to the principal once the request meets all approvals.
4. **Field trip transportation is available between 9:30 a.m. (departure from school) and 1:15 p.m. (return to school) on school days. On Wednesdays, available hours will be from 9:30 am (departure from school) and 1:00 pm (return to school). Days that school is not in session and weekends are determined by availability.**
5. 84 passenger buses (3 per seat) are used for all field trips. We usually advise 2 people per seat. At this rate the bus will hold 56 people. Please use these numbers for calculating how many buses you will be requesting.