

# West Jefferson School District #253 Bus Request

EDUCATIONAL FIELD TRIP \_\_\_\_\_ ACTIVITY \_\_\_\_\_

(Submit for all field trips 5 days prior - one copy)

1. Requesting School \_\_\_\_\_ Date Submitted \_\_\_\_\_

Grade/Class/Group \_\_\_\_\_

Teacher/Advisor(s) \_\_\_\_\_

Number of persons needing transportation: Students \_\_\_\_\_ Adults \_\_\_\_\_ Total \_\_\_\_\_

2. Purpose \_\_\_\_\_

(Complete A & B for field trips)

A. Objective \_\_\_\_\_

B. This trip will enhance the objective by \_\_\_\_\_

3. Date bus is requested for \_\_\_\_\_

A. Loading point (where bus is to start) \_\_\_\_\_ Time \_\_\_\_\_

B. 1<sup>st</sup> Destination \_\_\_\_\_ Miles \_\_\_\_\_ Arrive Time \_\_\_\_\_

C. 2<sup>nd</sup> Destination \_\_\_\_\_ Miles \_\_\_\_\_ Arrive Time \_\_\_\_\_

D. 3<sup>rd</sup> Destination \_\_\_\_\_ Miles \_\_\_\_\_ Arrive Time \_\_\_\_\_

E. 4<sup>th</sup> Destination \_\_\_\_\_ Miles \_\_\_\_\_ Arrive Time \_\_\_\_\_

F. Return to \_\_\_\_\_ Miles \_\_\_\_\_ Arrive Time \_\_\_\_\_

Total scheduled time (going, staying, and returning) \_\_\_\_\_

Faculty Supervisors \_\_\_\_\_

Approved by (Signature of Principal) \_\_\_\_\_

DISTRICT OFFICE USE

Date Received \_\_\_\_\_

Approved By \_\_\_\_\_

Not Approved \_\_\_\_\_

Driver(s) Assigned \_\_\_\_\_ Bus # \_\_\_\_\_

\_\_\_\_\_ Bus # \_\_\_\_\_

\_\_\_\_\_ Bus # \_\_\_\_\_

Transportation Supervisor \_\_\_\_\_