



Field Trip Guidelines

Requesting a bus or shuttle:

1. Fill out a Transportation Request Form and send it to the district office at least 3 weeks prior to the trip's date. Please include number of students and adults.
 - For less than 14 passengers, if available, a shuttle will be reserved. The district scheduled a **district authorized** shuttle driver.
 - For more than 14 passengers, if available, a bus will be reserved after confirming a CDL **district authorized** bus driver.
 - An alternative date(s) will be offered to the campus if a bus and/or shuttle(s) is not available on the requested field trip date(s).
 - In the event alternative dates are not an option, the campus' Administrator will be contacted to determine alternate arrangements.
2. The blue and yellow copy of the form will be returned to the school as confirmation of the transportation arrangements.

The transportation fee per student will be provided and listed on the transportation request form.
3. The teacher/staff book the venue and announce the trip to students, staff and parents.

Permission Form and Fee

- Provide and collect Field Trip/Activity Notification and Permission Form.
 - Collect any field trip fees.
 - Send all field trip fees and/or proceeds to the district office within 3 business days.
4. Provide a passenger list to the bus driver, school office, and district office on the day of the field trip.