

# FIELD TRIP TRANSPORTATION INFORMATION FORM

## SUBMIT REQUEST 15 DAYS IN ADVANCE OF FIELD TRIP DATE

**Important:** No request will be processed without 15 days advance notice. Please be aware of the time involved in having your trip pre-approved by your School Administrator and the District Office; you must plan accordingly. We will strictly adhere to the 15 days notice.

Please do not schedule field trips requiring the use of buses during the time of regular morning bus runs (6:45 a.m. - 9:00 a.m.) and afternoon bus runs (2:00 p.m. - 4:30 p.m.).

**Your request will be returned to you after it has been reviewed by the District Office, and if approved, the field trip will need to be entered in ML Schedules to finalize the process with the Transportation Department.**

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Group Requesting: \_\_\_\_\_

Brief Description/Reason for Trip: \_\_\_\_\_

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

Depart From: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Destination Reload Time: \_\_\_\_\_

Grade(s): \_\_\_\_\_ # of Students: \_\_\_\_\_ # of Adults: \_\_\_\_\_

Wheelchair Bus Required: Yes or No Charter Bus Reserved: Yes or No  
*(requires vetting the driver and inspecting the bus)*

Have the appropriate reservation/ticket forms been completed for the event? \_\_\_\_\_

Is the event through Arts in Education? \_\_\_\_\_ Has the request been processed through BOCES? \_\_\_\_\_

**\*\* ALL REQUEST REQUIRE A DETAILED ITINERARY TO BE INCLUDED WITH THIS FORM.\*\***

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
*(please print clearly)*

School Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
*(signature for pre-approval)*

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### Official Review:

Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Director of Teaching, Learning and Collaboration)*

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Business Administrator)*

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**Requestor: Request must be entered in ML Schedules upon approval from the Business Office. Be sure to confirm all details with the Transportation Department 3 days prior to departure date.**