

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 Business 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 Business Office. Once returned, and if approved, the staff member requesting this field trip will need to enter the field trip request information in ML Schedules to finalize the process with the Transportation Department.

Date of Trip: _____ Destination: _____

Depart From: _____ Depart Time: _____

Destination Reload Time: _____ Return Time To School: _____

Grade(s): _____ # of Students: _____ # of Adults: _____

Wheelchair Bus Required: Yes or No

Charter Bus Required: 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? _____

**** Please include a detailed itinerary with this form. ****

Requested by: _____ Date: _____
(please print clearly)

School Administrator: _____ Date: _____
(signature for pre-approval)

Official Review:

Reviewed: _____
(Director of Teaching, Learning and Collaboration)

Approved: _____ Denied: _____ Reason: _____

Approved By: _____ Date: _____
(Business Administrator)

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.
