

# FIELD TRIP TRANSPORTATION REQUEST 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 Instruction, Equity, Instructional Personnel)*

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.**