



**CENTER SCHOOL DISTRICT #58  
STUDENT TRANSPORTATION OF AMERICA  
ACTIVITY/FIELD TRIP ORDER FORM | PHONE: 816-349-3327**

*This form will work best when opened in Adobe. You'll need to complete the needed fields, save the document and return it to STA. If you do not have Adobe, you may print this form, complete the needed fields and scan and email it back to STA.*

NUMBER OF RIDERS: \_\_\_\_\_ NUMBER OF BUSES: \_\_\_\_\_

PICK UP LOCATION (MUST INCLUDE COMPLETE ADDRESS):  
\_\_\_\_\_

DESTINATION (MUST INCLUDE COMPLETE ADDRESS):  
\_\_\_\_\_

TRIP DATE: \_\_\_\_\_ PICK UP TIME: \_\_\_\_\_

SPORT & LEVEL OR GROUP NAME: \_\_\_\_\_

BUILDING REQUESTING TRIP: \_\_\_\_\_

RETURN TO PICK UP TIME: \_\_\_\_\_ AM \_\_\_\_\_ PM

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

NAME OF PERSON ORDERING: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONFIRMATION EMAIL: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**ACTIVITY/FIELD TRIP ORDER FORM INSTRUCTIONS**

- 1) Complete Trip Order Form and email to Janae Angon at [jangon@ridesta.com](mailto:jangon@ridesta.com).
- 2) You will receive a trip order confirmation by the close of business the following day. If you do not receive this confirmation by this time, please call STA at (816) 349-3327.
- 3) STA will send a trip reminder email the business day before your confirmed trip date.
- 4) If you need a quote for a trip you are considering, please email Janae Angon at [jangon@ridesta.com](mailto:jangon@ridesta.com)

Billing Information (if different from Customer/Pick Up Location) (must include complete address)  
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