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Preston Schools Transportation Department

Field & Sport Trip Bus Request Form

For

2019-2020

1. TEACHERS: PLEASE: TWO WEEKS IN ADVANCE OF THE ANTICIPATED FIELD OR SPORT TRIP

_____ Day _____ Date of Trip _____

SCHOOL/AGENCY

Destination _____

Address _____

Grade(s) Involved _____ Number of Students _____ + Adults _____ =Total _____

Description of Trip _____

Program begins _____ and ends _____.

(Please do not include departure/return to school.)

CHECK THOSE THAT APPLY:

We will be going to the above destination, and returning to school.

We will be leaving our first destination, then travelling to _____.

We will stop for lunch at _____.

Requested by _____

Teacher

Date

II. Principal: Please review and return to the Bus Garage

APPROVED BY _____

Principal

Date

III. BUS COORDINATOR:

Bus will depart from Bus Garage at _____ and return at _____.

Bus will depart from School at _____ and return at _____.

Confirmed by: _____

Date: _____

- Original - Bus Coordinator
- Copy to Teacher in charge of trip
- Copy to Health Aide
- Copy to School Office

Transportation Fee \$ _____.