

Frontier Central School District

OFFICE OF TRANSPORTATION

4430 BAYVIEW RD. HAMBURG NY 14075

FIELD TRIP-SPECIAL TRIP REQUEST FORM

INSTRUCTIONS:

- 1) **BEFORE SCHEDULING OR BEFORE PURCHASING TICKETS TO YOUR EVENT YOU MUST FIRST CALL TRANSPORTATION FIRST TO SEE IF THE DATE YOU WANT IS AVAILABLE.**
- 2) **REQUESTER:** submit this completed form to the Building Principal at least twenty (30) working days before the requested date of the trip.
- 3) **Building Principal:** After approval, send the form to the Transportation Supervisor for approval.
- 4) **Transportation Supervisor:** After approval, send the original back to the building Principal. (Retain a copy for your records.)

Year-end Deadline: Field Trip request forms need to be submitted before April 30 of each year. No field trips on district half days

CATEGORY 1 FIELD TRIP- SPECIAL TRIP REQUEST FORM AND AUTHORIZATION

****HAVE YOU CONFIRMED WITH TRANSPORTATION THAT THE DATE IS AVAILABLE PRIOR TO FILLING OUT THIS FORM? ****

Circle Day: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Date of Requested Trip (Month/Date) _____ Date of Submission _____

Pickup @ building _____ Departure Time: _____ **Drivers become available after 9:15am**

No. of Pupils _____ No. of Adults _____ No. Buses _____ HS, MS 44 Max per bus; 66 for Elem.

Is a wheelchair bus required? Circle One: ____YES____ or ____NO____

Destination Name _____

DestinationAddress _____ Est. Mileage _____

Return Time: _____ **Please note drivers need to be back for their PM Bid by 1:15pm**

Stop enroute is requested? Circle one: NO YES - Location _____

Requesting Teacher(s) _____ School _____ Phone EXT. _____

Educational Purpose _____

Supervising Teacher(s) _____

Name(s) of other adult(s) accompanying teacher _____

Field Trip cost \$ _____ Transportation Cost \$ _____

Budget Funds Available? Circle One: YES NO

Building Principal's Authorization: Circle One: Approved Not Approved

Signature _____

Transportation Supervisor's Authorization: Circle One: Approved Not Approved

Signature: _____

Reason not approved: _____
