

Reset Form

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# FIELD TRIP TRANSPORTATION REQUEST APPROVAL FORM

Request Date  Request must be filed with Transportation 10 days prior to Trip Date

Reason for Trip

Origin School

Trip Date

Return Date

Origin Departure Time

Destination Arrival Time

Destination Departure Time

Origin Return Time

**Allowable Field Trip Hours: 8:45am-1:30pm. On Early Release Days Hours Are: 8:45am-12:30pm**

Destination

Destination Address

# of Adults

# of Students

Grade Level

# of Wheelchairs

# of Busses

Vehicle Capacity is 50-60 per bus.  
 under bus storage needed

# of 14 pass  
Type 20 Buses

# of Vans

Contact (Teacher's Name)

Contact Cell Phone

Payment Acct. Code

Grant Name & Number

Outside Source,  
Contact Person, Billing  
Address & Phone #

**You are responsible for lodging Oregon City and/or Charter company driver(s).**

**Administration Office approval is required for trips exceeding 80 miles or out of state trips.**

I (the teacher) understand and have reviewed the **bus rules** with my students.

Teacher's  
Signature

Administrator's  
Approval

**Submit completed form to administrative secretary for filing with transportation. Do not send form to Transportation**