

# SIUSLAW SCHOOL DISTRICT

## ACTIVITY TRIP TRANSPORTATION REQUEST

**All requests need to be in to the transportation office  
at least three weeks prior to the trip.**

Regular buses will accommodate 52 - 56 passengers, the activity buses will accommodate 14 passengers and the SPED bus will accommodate 6 passengers and 2 wheel chairs. Activity trips should be scheduled as far in advance as possible to assure there is available bussing. Buses will arrive at the school 10 minutes before scheduled leave time for loading. Please be ready.

**IF THERE IS A CONFLICT WITH YOUR REQUEST, YOU WILL BE NOTIFIED ASAP!**

Type of Vehicle Requested (circle) Reg. Bus - Activity Bus Driver: Needed ( ) Not Needed ( ) - SPED Bus

School \_\_\_\_\_ Date(s) of Trip \_\_\_\_\_

Destination \_\_\_\_\_

Driving directions are arranged prior to departure and drivers are not authorized to deviate from those directions unless an emergency situation warrants them. If additional stops for meals or other activities are planned, you must submit an itinerary with your request for transportation department approval.

Name of Group \_\_\_\_\_ Total Number of Students & Chaperones \_\_\_\_\_

**\*\*Is this trip an extension of classroom activities for instructional purposes? (ie, is there a grade, report or test linked to the field trip?)** Yes \_\_\_\_\_ No \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Will need extra storage on the bus for \_\_\_\_\_

Time Leaving School \_\_\_\_\_ AM/PM Time Returning to School \_\_\_\_\_ AM/PM

Will you need an aide to dispense medication? \_\_\_\_\_

Person Requesting Transportation \_\_\_\_\_

Group/Account Number responsible for transportation costs \_\_\_\_\_

Principal Approval \_\_\_\_\_ Date \_\_\_\_\_

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**To Be Filled Out By Transportation Official**

Transportation Department Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

10/02/15