South Hadley Public Schools

Field Trip Bus Request Form

Notes

STEP 1:

Date of Trip: _____

School: _____

Location of Pick-up (start of trip): _____

Time of Pick-up: _____

Destination Name: _____

Destination Address: _____

Time to Arrive at Destination: _____

Time to Leave for Return Trip: _____

Stops before return: 1 _____

# of students: _____

# of adults: _____

# of buses requested : 2 _____

Source of funding for the trip : 3 _____

School Contact Name: _____

School Contact Phone: _____

Requested by _____

Date of Request: _____

Approved by Principal: _____

Date Faxed to Bus Co: _____

STEP 2:

Acceptance of Trip by Bus Co: Date : _____ By: _____

Estimated Cost: _____ per bus x ___ buses = _____ total cost est.

Date Faxed back to School: _____

STEP 3:

PO #: 4 _____

Notes:

1. If a stop is needed anywhere along the route back, it could add to the cost, so it should be noted upfront. Unanticipated stops will increase driver time and increase final trip cost.
2. All buses are rated as 71 passenger; actual capacity depends on size of riders (3 per seat at elem level is 71 passengers; 2 per seat at high level is 47 passengers)
3. Specify if local school budget, PTO, Student Activity Account, or other source will fund trip.
4. If funding is from school budget, SAA, or gift account, a purchase order should be issued once you receive a cost estimate. Attach a copy of this form to the requisition.