

Spartanburg District 3 Field Trip Request Form

Instructions

- **Requests need to be submitted at least 10 school days in advance.**
- **Only one request per trip is needed.**
- **Forward to Your Principal for Approval ; Principal will forward to Transportation Office .**
- **Bus drivers and state school buses are only available for field trips between the hours of 8:00 am and 2:00 pm. NO EXCEPTIONS. Please plan accordingly.**

- **Please read the notices at the bottom of this form.**
- **You can estimate your cost with the information at the bottom.**

Need Directions Need GPS

Select School:

Date of Trip:

Destination: Departure Time: Return Time:

Name of Group: # Of Riders: students, adults

*Person(s) in charge: Contact Info:

*The person(s) listed has the right and responsibility of approving and knowing who is riding and/or following the bus. For the safety of our students, no unauthorized person(s) should be allowed to ride the bus. If there is a question or problem, contact the Director of Transportation or your principal immediately.

*Pre School Teachers: Please list the number of riders 40lbs or less

School, Group, or Account to be charge:

Special Instructions/Directions/Requests:

To stay in compliance with the State and Federal guidelines, if you plan to carry coolers or bag lunches you will need to request an Activity Bus. There can be no items on the inside of the bus that are not secured.

□ Cost = (mileage + driver pay) per bus. *Rate is subject to increase quarterly.

- Drivers will average \$20.00 per hour.
- Bus capacity: Large bus, 78 at 3 to a seat, 52 at 2 to a seat. Conventional bus, 71 at 3 to a seat, 47 at 2 to a seat. Mini bus, 42 at 3 to a seat, 28 at 2 to a seat.
- Please include the driver in your lunch plans.
- If extra cleaning is needed after the trip, a minimum fee of \$25.00 will be charged.
- Make a copy of this request for your records.
- All buses should be returned to the transportation department as soon as the trip is completed.
- Please DO NOT schedule field trips on half-days.