



**UNIVERSITY SCHOOL**  
**2013-2014 SCHOOL BUS REQUEST FORM**

*Date:* \_\_\_\_\_  
*Teacher making request* \_\_\_\_\_  
*Class or classes making trip* \_\_\_\_\_  
*Date needed* \_\_\_\_\_  
*Departure time* \_\_\_\_\_  
*Return time* \_\_\_\_\_  
*Destination* \_\_\_\_\_  
*Purpose of Trip* \_\_\_\_\_  
*Names of Teachers/Adults traveling on bus* \_\_\_\_\_

\_\_\_\_\_  
*Number of students attending* \_\_\_\_\_  
*Amount deducted from Field Trip Acct.* \_\_\_\_\_  
*( \$3.00 in town / \$5.00 out of town per student )*

I have entered this info on the Bus-Field Trip shared calendar.

**BUS DRIVER HAS BEEN CONFIRMED.**

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**TEACHER CHECKLIST**

- Permission Slip and Emergency Information for each student
- Copy of this form filed with administration **BEFORE THE TRIP IS TAKEN**
- Necessary medications and first aid kit on board
- No electronics/toys/student valuables allowed
- No open containers of food
- Specialty teachers have been notified
- Attendance is submitted before leaving and info is on RenWeb