

# RIVER VALLEY SCHOOL DISTRICT BUS REQUEST FORM

**Process:**

- 1) Fill out Bus Request Form at least two weeks in advance of the bus trip.
- 2) Give the original Bus Request Form to your building Secretary within 2 weeks prior to the trip date.
- 3) Your Secretary will email to Lamers, District Office & send a copy back to originator
- 4) Complete School Field Trip Checklist

Date of Field Trip:
Destination # 1 Include Street Address/City:
Destination # 2 Include Street Address/City.
Destination # 3 Include Street Address/City

School:	Grade or Class:		
Primary Chaperone(s):	Chaperone Phone #:		
Purpose of Field Trip:			
Pick Up Location:			
Parking and special directions for this trip:			
Time of Departure:	Time of Return:		
<b>**PLEASE NOTE</b> that all day trips need to return by <b>2:30 pm</b> to allow drivers a short break prior to starting their afternoon route. Exceptions may be made on a case-by-case basis. PLEASE call Lamers Bus Lines at 588-2222 ext 2.			
Number of students	Number of adults	How many busses needed	Need Wheelchair Bus?
			Yes          No

**Miscellaneous Details of Concern for Transportation**

\_\_\_\_\_ Please bill my budget field trip account # \_\_\_\_\_

\_\_\_\_\_ Please bill the school activity account: (Name of account) \_\_\_\_\_

\_\_\_\_\_ Please bill: \_\_\_\_\_

(Name of Person(s) OR Name of Group/Outside Organization – include complete address)

- NOTE:**
1. Students going on bus trips must complete in advance a pre-arranged absence make-up form
  2. Teachers sponsoring field trips are responsible for providing or assuring necessary first aid measures and the continuity of individual health care to students as directed by the school nurse.
  3. No bus trips will be scheduled unless the Bus Request Form is completed and routed through the Central Office prior to the trip.

Approved by:

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Building Administrator Signature

Date