

RIVER VALLEY SCHOOL DISTRICT
BUS REQUEST FORM
2018 - 2019

- 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, Gwen Gorman & send a copy back to originator
 4. Complete School Field Trip Checklist

Date of Field Trip _____ Destination # 1. _____
 Days of week _____ Include Street Address/City _____
 Destination # 2. _____
 Include Street Address/City _____
 Destination # 3. _____
 Include Street Address/City _____

School: _____ Grade or Class: _____

Primary Chaperone(s): _____
 Include phone # of one chaperone for the day of trip _____

Purpose of Field Trip: _____

Pick up Location: _____

Parking & Special Directions for this trip: _____

Time of Departure: _____ Time of Return: _____

If time of departure is before 8:00am, are students finding other transportation to school ____ yes or ____ no. ****PLEASE**

Note that all day trips need to return by **2:45pm** to allow drivers a short break prior to starting their afternoon route. Exceptions may be made on a case-by-case basis. PLEASE call Bonnie at Lamers Bus Lines to ask 588-2222 ext 2.

Number of students _____ Number of adults _____ Need Wheelchair Bus _____ How many busses needed _____

Miscellaneous Details of Concern for Transportation

____ Please bill my budget field trip account # _____ \$ 17.66/hr \$ 1.67/mile
 ____ 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 individuals 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: _____ Date: _____

Building Administrator Signature