**SEYMOUR PUBLIC SCHOOLS**

**BUS REQUEST FORM**

**FOR FIELD TRIPS**

**(this form needs to be filled out after the field trip has been approved)**

**H:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0183328.wmf**

**School requesting transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of the field trip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher(s) in charge of trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher(s) cell phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location of field trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Trip: \_\_\_\_\_\_\_\_\_\_\_\_ Rain date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of students: \_\_\_ Number of Buses: \_\_\_**

**Departure time from school: \_\_\_\_\_ A.M./P.M. Pick up time from venue: \_\_\_\_\_A.M./P.M.**

**WHEN PLANNING YOUR TRIPS PLEASE PLAN TO BE BACK TO YOUR SCHOOL NO LATER THAN 1:50 P.M. IF YOU NEED A LATER TIME-THE BUS COMPANY MAY NOT BE ABLE TO ACCOMMODATE YOUR REQUEST.**

**All requests must be processed by Central Office.**

**Before 5:30 p.m. All-Star Transportation phone number: 203.888.8816**

**After 5:30 p.m. Steve Gardner 203.448.0354**