



# BRIARCLIFF MANOR UFSD – FIELD TRIP TRANSPORTATION REQUEST FORM



Please have your principal approve this trip by signing below and then forward your request to Lori Breitman, Facilities Office, at least **two weeks** in advance. Attach a list of the students going on the trip, along with their addresses and phone numbers. Include the names of all teachers and/or chaperones. Enter trip in E School. Your school nurse must also receive a copy of this request. If your trip is not during school hours, please discuss an emergency contact number with your bus driver. **ONE TRIP PER FORM PLEASE**  
 For changes, cancellations, etc., please call 432-8133. Your approved request will be faxed to your school office.

Request from (choose one): **Todd School** **Middle School** **High School**

Teacher for this Trip:	Grade:	Phone:	Cell:
<b>Today's Date:</b>	<b>DAY</b> of Trip:	<b>DATE</b> of Trip:	Rain Date:
Destination:			
Complete Address of Destination:			

School Departure Time:	Est. Time of Arrival:
Destination Departure Time:	Return to School By:
<i>Try to be as accurate as possible with your timing as buses are scheduled throughout the day for other routes. If you are late, you are delaying other students.</i>	
Names of Teachers/Chaperones/indicate if CPR certified:	
Total # of STUDENTS Requiring Transportation _____	Total # of PEOPLE requiring transportation _____
Size of School Bus Requested: _____	Number of Buses Requested: _____
Will you need extra room for bags, instruments, etc.? <i>Please note a large school bus carries 44 passengers, two in a seat; 66 passengers, three in a seat.</i>	

Purpose of Trip \_\_\_\_\_

Trip is to be charged to Account: \_\_\_\_\_ P.O. # \_\_\_\_\_

Please note if students are paying for:

the Tickets/trip: \_\_\_\_ Yes \_\_\_\_ No (Amt of money \$ \_\_\_\_\_ to be deposited in Acct # \_\_\_\_\_)

the Transportation: \_\_\_\_ Yes \_\_\_\_ No (Amt of money \$ \_\_\_\_\_ to be deposited in Acct# \_\_\_\_\_)

*Collected funds must be submitted to the Treasurer before the trip. Have you or will you submit an Arts & Ed request for this trip?*

If you do not need to request a school bus, but are notifying the district office of a field trip, please note your transportation mode:  
 WALKING: \_\_\_\_\_ TRAIN \_\_\_\_\_ CAR: \_\_\_\_\_ COACH BUS COMPANY\*: \_\_\_\_\_  
*(\*If you make arrangements for a coach bus, please obtain certificates of insurance from the company, hold harmless, proof of Workers Compensation, an endorsement naming the district as additional insured and driver 19A certificates and attach them to this request. Please allow two-three weeks in order that your coach company has time to provide all insurance information.) If taking train or car, please attach copies of your permission slips.*

Teacher's signature \_\_\_\_\_ Principal's signature \_\_\_\_\_  
 Date \_\_\_\_\_ Date \_\_\_\_\_

*To be completed by the Transportation Office.*

Briarcliff Bus: # of buses \_\_\_\_\_ x Unit Cost of \$ \_\_\_\_\_ = Trip Cost: \_\_\_\_\_

Faxed to Briarcliff Bus: \_\_\_\_\_ Copy returned to school : \_\_\_\_\_