

Tulpehocken Area School District

Field Trip and Transportation Request Form

Transportation Type Requested: **Van** **Bus** **Motorcoach**

(Bus holds 72 passengers, 3 per seat, or 48 passengers, 2 per seat. Van holds 9 passengers and 1 driver)

- *Submit this form a minimum of three weeks prior to your planned trip.*
- *A list of students and chaperones must be submitted to the office prior to departure. Also the bus driver will need a roster of all passengers that will be riding the bus.*

If requesting a van, please list the driver's name: _____

(Driver must have completed MVR on file in order to drive van)

Teacher(s) Name(s): _____ Building: _____ Grade: _____

Teacher (s) Cell Phone Number(s) (only in case of emergency): _____

Date of Trip: _____ Number of Riders: Students _____ Adults _____

Location/Destination/Event: _____ Number of vehicles: _____

(All overnight trips and out of State require approval of the Board. These approvals must pre-date the field trip.)

Name of Contact: _____ Phone #: _____

Leaving Time: _____ Returning Time to School: _____

Program Starts: _____ Ends: _____

Student Pick-Up & Drop-Off Location at respective school building: _____

Special Instructions/Directions: _____

Teacher Signature

Date

Signature of Principal

Date

Signature of Superintendent

Date

Signature of Transportation Coordinator

Date

(Questions – Contact Mary Snyder at 610-488-6286 x 2073 or email msnyder02@tulpehocken.org. Internal school extension x2073
After hours 484-256-2171 or Brandywine Transportation at 717-202-7889)

Account code: _____

OFFICE USE ONLY

Board approval date _____

Cost per bus: \$ _____