

**WHITE PLAINS CITY SCHOOL DISTRICT
2017-2018 Extra-classroom TRIP REQUEST
PURCHASE ORDER IS NOT REQUIRED**

Today's Date: _____

Date of Trip: _____

*Requests for buses must be submitted to the Transportation Dept. at least
FOUR WEEKS before the date of the trip*

School _____

Club _____

Advisor _____

Cell Phone number: _____

Event/Location _____

Trip Site Address _____

Purpose of Trip _____

Depart from School at _____ am/pm Departure Location _____

Arrive back to School at _____ am/pm # Students _____ # Chaperones _____

ESTIMATED TRANSPORTATION COSTS

Select Type of Bus: School Bus Coach

Number of Buses	Rate Per Bus	Total Cost

*** **PLEASE NOTE THE FOLLOWING** ***

School Buses are available during school days from 9:00am - 2:00pm.	<i>Chaperones are required to enforce all rules and regulations</i>
<i>There will be an additional charge for service provided prior to 9 am or after 2:30 pm</i>	<i>Drivers will inform chaperones of departure time on return trip</i>
<i>On-Board emergency bus drills are required prior to departure</i>	<i>All persons making the trip are to be transported both ways</i>
One way trips are <i>NOT</i> permitted <i>EITHER WAY</i>	

I have made all arrangements for this trip in accordance with educational, financial, administrative, and School Board policy and regulations.

Advisor Signature _____ Date _____

Coordinator Signature _____ Date _____

School Principal/
Director of Extra-Curricular Activity Club _____ Date _____

PLEASE FORWARD COMPLETED FORMS TO THE TRANSPORTATION OFFICE