

## Form 551.1 Bussing Field Trip Request

All Field Trips with additional cost to students, must attach the Itinerary & Information with Bus Booking.

Please complete and send approved form to Transportation Supervisor

Date of Request: \_\_\_\_\_ Purpose of Trip: \_\_\_\_\_ Bus Booking No. \_\_\_\_\_

School: HRHS, St. Thomas, Father Gorman, St. Joseph, St. Mary's, Mother Teresa Grade(s): \_\_\_\_\_  
(Please circle one)

Name of Teacher: \_\_\_\_\_ Total Passengers: \_\_\_\_\_ Time of Function: \_\_\_\_\_  
(ALL OUT OF TOWN BUSES ONLY HOLD 46)

Date of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_ Address: \_\_\_\_\_

Departure: \_\_\_\_\_ am/pm Return: \_\_\_\_\_ am/pm Approx. KM's \_\_\_\_\_

(Time bus loads & leaves) In town trips 2:40 pm at the latest (out of town only)

(Time bus loads and leaves)

Please ensure that all students are readied for the identified bus departure and return times.

CHARGE TO: ☐ Extra Charge to Students \$ \_\_\_\_\_ ☐ School Cash Activity Request Form Completed

\_\_\_\_\_ Decentralized Funds (Special Events) GL Acct. # \_\_\_\_\_

\_\_\_\_\_ SG Funds (Curriculum Field Trip) GL Acct. # \_\_\_\_\_

\_\_\_\_\_ SG Funds (Other, Incl. sports etc.) GL Acct. # \_\_\_\_\_

Approved Signature: \_\_\_\_\_  
(Administration)

BOOKING CONFIRMATION: (Division Office to fill out all of below Portion's)

Date Confirmed: \_\_\_\_\_ Sent to: \_\_\_\_\_ By: Email/Fax

Note: Do you need to cancel Band because of the trip? If so which class? \_\_\_\_\_ Time: \_\_\_\_\_

Confirmed Bus Unit #'s:

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22 Spare Units: (23, 24, 25)

Additional notes: \_\_\_\_\_ Transportation Supervisor Signature: \_\_\_\_\_

FEE'S CHARGED TO SCHOOL:

In-town (\$30.00/trip)

\_\_\_\_\_ # of Trips

\_\_\_\_\_ Total Cost

Out of Town (\$1.00/km)

\_\_\_\_\_ Total KM's

\_\_\_\_\_ Total Cost