



# ELIZABETH FORWARD SCHOOL DISTRICT

Dr. Todd Keruskin, Superintendent of Schools

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## TRANSPORTATION REQUEST FOR EDUCATIONAL FIELD TRIP/ACTIVITY

Request must be made at least 2 weeks prior to activity

School Building \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Requested by \_\_\_\_\_ Trip Date \_\_\_\_\_

Location \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Number of Students \_\_\_\_\_ Number of Buses \_\_\_\_\_

Departure time from building \_\_\_\_\_ Destination arrival time \_\_\_\_\_

Departure from destination \_\_\_\_\_ Other stops on return \_\_\_\_\_

Return time to building \_\_\_\_\_ Number of staff and chaperones \_\_\_\_\_

Names of Chaperones-Clearances must be on file with building secretary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Transportation: \_\_\_\_\_ Date: \_\_\_\_\_

Margaret Boucher 412-896-2378 [mboucher@efsd.net](mailto:mboucher@efsd.net)

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason for disapproval:

\_\_\_\_\_

- The driver is permitted to make only the stops listed on the request form.
- Trips that extend over the lunch period will necessitate lunch provisions such as bag lunch or stop for lunch.