



ELIZABETH FORWARD SCHOOL DISTRICT

Keith Konyk, Superintendent of Schools

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

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.