

# RyeNeck Schools

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## REQUEST FOR FIELD TRIP

Grade or Group: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Departure \_\_\_\_\_ AM Return \_\_\_\_\_ AM  
From School \_\_\_\_\_ PM to School \_\_\_\_\_ PM

Transportation(\*): Bus \_\_\_\_\_ Car \_\_\_\_\_ Rail \_\_\_\_\_ Other \_\_\_\_\_

Number of Students: \_\_\_\_\_ Admission Fee per Student: \_\_\_\_\_ Transportation Fee per Student: \_\_\_\_\_

Adult Assistants: \_\_\_\_\_

Number of Adults: \_\_\_\_\_

Total number of Passengers: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher(s) \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Principal

School

Transportation Arrangement: \_\_\_\_\_

Number of Buses: \_\_\_\_\_

Name of Carrier

Cost per Bus/hour: \_\_\_\_\_

Number of hours: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions/Procedures to request Bus(es) for Field Trips:

Please fill out the Field Trip Form and have the principal approve. The form should then be sent to the Administration Building. Once a bus(es) is scheduled you will receive a copy of the Field Trip Form with the price and the name of the bus company.

The cost to book a bus for a field trip this year is now by the hour and no longer determined by destination. Therefore it is important that you know the amount of time the bus is needed for your trip – the bus will charge for the amount of hours it is being reserved for that specific trip.

The district has a contract with First Student for school buses accommodating 55-58 passengers. For smaller groups (19-21 passenger van and 16 passenger van) the district will use TLC of Westchester.

Both of the above bus companies do have regular school runs, so it would be helpful to keep the scheduling of trips between 9:00 am and 2:00 pm or after 4:00 pm. If First Student and TLC cannot accommodate a bus trip, as stated above, another bus company will be contacted and will cost more money than the contracted bus companies.

It is extremely important that you send the Field Trip Form to the Business Office as soon as possible (and the purchase order - when applicable).

Please contact Jeannie DeBartolo at x5210 if you have any questions.

Thank you.