

Wheatland-Chili Central School District
Transportation Department, 940 North Road, Scottsville, NY 14546
Telephone: 585-889-6243 FAX: 585-889-6283

FIELD TRIP/TRANSPORTATION REQUEST

Form must be filled out completely and approved at least ten (10) working days prior to the requested trip. Please read instructions on reverse.

Date & Student Information:

Date of Trip: _____ Day of Week: _____

Starting Location: (circle one) Elementary School Middle School/High School

Grade/Class/Organization: _____

Teacher/Advisor: _____

Number of Students: _____

Number of Adults: _____

Wheelchair bus needed? Yes ___ No ___

Destination Information:

Destination: _____

Address: _____

Departure Time from School: _____

Arrival Time at Destination: _____

Departure Time from Destination: _____

Meal Stop (if any)/Destination/Time: _____

Arrival Time at School or Concluding Location: _____

Purpose of Trip (check one): Educational _____ Extra Curricular _____

Building and District Approvals

Teacher/Advisor Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Superintendent's Signature (if required): _____ Date: _____

Transportation Director's Signature: _____ Date: _____

ALL REQUESTS MUST BE FULLY APPROVED AT LEAST TEN (10) WORKING DAYS PRIOR TO THE SCHEDULED TRIP.

After completing the transportation request form, teachers or advisors will forward the request to their building principal. After the building principal signs the approval, the request will be forwarded to the transportation office for approval.

A copy of the transportation request, when approved, will be delivered to your mailbox.

All trips that occur during the school day should not leave before 8:45 am and should return to school no later than 1:30pm.

Trip permission slips are required before a student may participate in a class field trip or extracurricular group's trip. Teachers or advisors must obtain a signed permission slip from each student and must file the permission slips in the school office prior to the scheduled departure time.

If while on a trip your arrival time for returning to school should be delayed by any more than fifteen minutes or any problem of any nature should occur, the school bus driver should be directed to contact the school by radio to inform the director and principal of the delay or problem.