



Lincoln Elementary Schools #27

Bus Transportation/Field Trip Request

- All school-day trips must be between the hours of 8:45 a.m. and 30 minutes prior to the scheduled end of the school day unless a waiver is granted by the superintendent.
- No field trips requiring transportation may be scheduled the last 10 attendance days without the superintendent's waiver.
- Discipline on the bus is the responsibility of the teacher; the bus driver's responsibility is to drive. Future field trips may be denied to classes who fail to behave appropriately.

Date: _____

Trip Date:		Trip To:		
Address:				
School:		Wheelchair Bus Needed? YES or NO		
	Class #1 Grade: _____	Class #2 Grade: _____	Class #3 Grade: _____	Class #4 Grade: _____
Teacher's Name:				
No. of Adults:				
No. Of Students:				
Departure Time:		From:		
Departure Time for Return Trip:		Arrival in Lincoln:		
Specific Activities Planned: (i.e., tour museum, etc.)				
Lunch where?		Space needed for lunches on bus? Yes or No		
Principal's Approval:				
Superintendent's Approval for Rule Waiver:				

Received by: _____ at Hartem Bus Service Date: _____

Bus Assigned: _____

PLEASE COMPLETE OTHER SIDE!
Special Instructions: (over)

