

**FIELD TRIP AND TRANSPORTATION REQUEST
LaFayette Central School District**

Name (Person requesting transportation)

Class/Subject Area

Organization

Specific Destination

Name of place/event

Number of Students

*Recommended - one adult per ten students

Departure (Date and Time)

Return (Date and Time)

Special Request/Instructions: _____

List Names of Adults Participating		
_____	_____	_____
_____	_____	_____
_____	_____	_____

EXPECTED TRIP BEHAVIOR

- *Students will not board the bus until teacher or chaperone is with them and they are ready to depart.
- *Driver expects teachers and/or chaperones to control students. No loud talking or loud singing will be allowed.
- *Students will not be allowed to go places not designated on Trip Request. If a stop is made students will be expected to remain as a "group." They should leave or board the bus as a group when everyone is ready to do so.
- *Students will not be allowed to have glass containers on the bus and eating on the bus should be discouraged.
- *Students are responsible for removing any articles which they have brought on the bus.
- *All requests need to be received 2 weeks prior to the event.**

Coordinator's Signature

Date

Principal's Approval

Date

Transportation Supervisor's Approval

Date

AED Required	
____ Yes	____ No