

**2023-2024 FIELD TRIP
REQUEST FORM**

Please fill in all yellow areas and email to : traci.williams@bristoltwpsd.org at least 14 days prior to the trip date. All trips must be approved and paid for prior to the trip date.

Bristol Township School District buses should be used for field trips, which include sports trips and activity trips. For trips during the school day, the hours must be from 9:15 am and return back to the district building by 1:45 pm. Every attempt will be made to accommodate all requests.

DATE OF REQUEST:		BUILDING:	
CONTACT PERSON:		CONTACT PHONE:	
CONTACT EMAIL:		ACCOUNT # TO BE CHARGED	
DATE OF TRIP:		RAIN DATE (IF NEEDED):	
GROUP DESCRIPTION:			
REASON FOR TRIP:			
DESTINATION:			
LUNCH DESTINATION:			
NUMBER OF STUDENTS:		NUMBER OF ADULTS:	
DEPARTURE TIME			
DEPARTURE LOCATION:			
PICK UP TIME & LOCATION:			
RETURN TIME (BACK TO BTSD BUILDING):			

TYPE & NUMBER OF VEHICLES REQUESTED:

	77 PSG BUS		24 PSG BUS		WHEELCHAIR UNIT		9 PSG VAN
REQUIRED ACCESSORIES:	BUS AIDE:						# OF BOOSTER SEATS
	# OF WHEELCHAIR SPOTS			# OF HARNESES	SIZES?		

ESTIMATED COST OF TRIP:		*trips are billed for actual hours, in 15 minutes increments							
MINIMUM COST IS \$63.00 PER TRIP		* Add 1 hour for pre/post trips and travel to/from bus facility							
		\$ 37.36 per hour plus \$0.65 per mile, beginning and ending at the bus facility							
ESTIMATED		RATE PER		TOTAL TRIP COST					
# OF BUSES	HOURS	RATE PER HOUR	# OF MILES	MILE					
		\$ 37.36		\$ 0.65	<table border="1"> <tr> <td>\$</td> <td>-</td> </tr> </table>			\$	-
\$	-								

CANCELLATIONS must be made one day in advance to the Transportation Office.

Transportation Contacts:	Traci Williams	Transportation Coordinator	
	Annie Bulla	Transportation Secretary	Phone Number: 267-599-2390
	Devon Padilla	STA Terminal Manager	

APPROVALS NEEDED BY:				Please circle one:
BUILDING ADMINISTRATOR:	_____	DATE:	_____	YES NO
NURSE:	_____	DATE:	_____	YES NO
C & I SUPERVISOR:	_____	DATE:	_____	YES NO
SPECIAL ED SUPERVISOR:	_____	DATE:	_____	YES NO

Trips will not be scheduled until the Transportation Office receives a completed trip form. A confirmation email will be sent to the Trip Contact once the trip has been scheduled.