

Bus Field Trip Procedure and Explanation

- Must Complete:*
1. Field Trip Request Form
 2. Field Trip Bus Request Form
 3. Field Trip Permission Form

Procedure:

- A. Fill out Field Trip Request Form for approval.
(Fill out no less than **4 weeks** prior to field trip date.)
- B. Fill out Bus Request Form. (Submit a copy to Kelly Morris - PTN.)
- C. Fax Bus Request Form to American Explorer.
- D. Confirm the information when faxed back to you.
(Call and confirm a few days before scheduled field trip.)
- E. Send permission slips home to parents. **Must be received 1 week** prior to trip.
(Submit a folder with completed permission slips to your buildings front desk.)
- F. Follow the procedure checklist on the bottom of the Field Trip Request Form.
- G. Red Emergency Data Sheets/medications must accompany teacher on trip.

Edu-Prize Field Trip Bus Request Information Sheet

1. Date of order
This is the date you are sending the fax
2. Date of Field Trip
This is the date that you are actually taking the fieldtrip.
3. Teacher Contact number. What number can you be reached at?
If you are sharing the bus, please have only one contact person so the communication will not be confused.
4. Number of Buses
5. Bus Size—circle-remember your chaperones (pax refers to number of passengers)
6. Spot Time
This is the time you want the bus to arrive at school so you may begin loading the bus.
7. Depart Time
The time you want the bus to actually depart from the school.
8. Spot Location - Where do you want the bus to be? Building 1 or Building 2?
Circle the appropriate Building.
9. Destination - Where do you want the bus to go? Please be specific with addresses, etc.
10. Return Spot Time
What time do you want the bus to return to the fieldtrip destination to take you back to school?
11. Leave Field Trip Site
What time do you want the bus to leave the fieldtrip site?
12. Arrival Time at Edu-Prize
What time do you want the bus to arrive back at Edu-Prize?
13. Special Instructions

Bus Field Trip Additional Information

*Plan your trips for the entire year ASAP. This will enable American Explorer to schedule you and meet your expected date.

*American Explorer will handle the billing process. Each month they will bill EduPrize PTN for the field trips that month. You do not have to do anything with the financial end except to keep your total field trip within the \$____ for each teacher per trip.

*It is your responsibility to find a teacher partner to share the trip with. It could be a teacher who just finished that cottage or one that will have it in the near future.

*If you can't find a partner, please advertise in Mrs. McCamman's weekly newsletter.