



# Englewood Public Schools

Business Office, 274 Knickerbocker Road, Englewood, NJ 07631

Phone (201) 862-6214

Fax (201) 567-5382

## Use of District Bus Request Form

Please complete all information below regarding your trip request. **Forward completed form to Heather Waldron, in the Business Office** & keep a copy for your records. Once you receive confirmation from Heather Waldron that your trip has been booked, complete a Field Trip Request form and forward to your building supervisor for approval. *(Please attach a copy of this request form with your Field Trip Request).*

*Please note: all field trips must be approved by the Board of Education prior to the date of the trip.*

### **Trip Information:**

Today's Date: \_\_\_\_\_

School/Pick up location: \_\_\_\_\_

Destination address: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Departure Date & Time: \_\_\_\_\_ Return Date & Time: \_\_\_\_\_

# of Students: \_\_\_\_\_ # of Teachers/Coaches/Chaperones: \_\_\_\_\_

Requested by (print): \_\_\_\_\_ Ext.: \_\_\_\_\_

Contact Person (print): \_\_\_\_\_ Phone#: \_\_\_\_\_ Alt#: \_\_\_\_\_

Fax#: \_\_\_\_\_

\* Cost to district is \$0.50/mile (round trip) + \$20.41/hour

### **For Business Office Use Only**

Date Approved: \_\_\_\_\_

Driver Assigned: \_\_\_\_\_ Mileage (round trip): \_\_\_\_\_

Cost to district: \_\_\_\_\_ *(This amount is to be included on the Field Trip Request Form)*