

EAST CENTRAL INDEPENDENT SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
9653 NEW SULPHUR SPRINGS RD.
SAN ANTONIO, TX 78263
210-634-6200

FIELD TRIP AND BUS REQUEST FORM

FIELD TRIP NAME(GRADE/CLASS)

SCHOOL: DEPT/ACTIVITY:

CONTACT(SPONSOR): PHONE #:

DEPART DATE: / / DEPART TIME: AM

RETURN DATE: / / TURN TIME: PM

DEPARTING FROM(CAMPUS?):

DESTINATION:

STREET: CITY: ST: ZIP:

NOTES AND DIRECTIONS OR INSTRUCTIONS FOR DRIVER:

TRIP DETAILS:

EQUIPMENT(car-seats, boosters(specify), NONE or WC lift bus):

CLASSIFICATION(How will this trip be funded? Please specify):

NUMBER OF STUDENTS: NUMBER OF ADULTS(chaperons riding along): 2

NUMBER OF WHEELCHAIRS: NUMBER OF VEHICLES: 1

INVOICING INFORMATION:

CODE(DEPARTMENT/ACTIVITY):

Signature of Sponsor

Printed Name of Sponsor

Principal's Approval

Note: PLEASE CALL TRANSPORTATION AT LEAST ONE OR TWO DAYS BEFORE SCHEDULED TRIP TO CONFIRM.