FIELD TRIP BUS REQUEST

Field Trips must be requested at least 2 weeks in advance.
NOTE: This form is for OPS billed field trips only, 3rd Party directly billed trips must use Student Transportation of America charter request form.

Fax this completed request to Routing Department, OPS Transportation (531) 299-0176.

Date ____________________________  School/Department ____________________________
Requester ____________________________  Requester Phone ____________________________

Date of Event ____________________________  Number of Buses ____________________________
Number of Student Passengers ____________________________  Number of Adult Passengers ____________________________

Activity or Event ____________________________
Grade or Club ____________________________
Pickup Location ____________________________
Location Pickup Time ____________________________
Destination Location ____________________________
Destination Pickup Time ____________________________
Chaperoning Staff (Required) ____________________________
Contact Administrator ____________________________

Trip Bill to School/Department ____________________________

Special Requests/ Special Needs/Instructions: ____________________________

Approved by ____________________________  Signature and Title ____________________________

Contact person to receive confirmation by return fax or Email address ____________________________
Contact Phone ____________________________  Contact Fax ____________________________

Before Confirmation:  OPS Transportation Routing Department  After Confirmation:  STA Charter Department
Phone: (531) 299-0147  Phone: (402) 933-0661

After school hours contact:  STA  Phone: (402) 933-0661