

Reminder - The Transportation Department would like to remind you of the deadlines for the Transportation Request Forms for field trips.

The deadlines for the forms are:

- For a school bus - the form needs to be sent to Transportation, at least, 10 working days prior to the date of the trip.
- For a charter bus – the form needs to be sent to Transportation as soon as possible, at least, 6 weeks prior to the date of the trip.
- For a district van/rental – the form needs to be sent to Transportation, at least, 10 working days prior to the date of the trip.

There are also blackout times, in which we cannot accommodate a field trip on a school bus due to all drivers being on route transporting students to and from school sites.

The times we cannot accommodate field trips on a school bus are:

- Any time before 8:30 a.m. (8:45 for special needs buses)
- Any time between 1:45 p.m. and 3:45 p.m. on a regular day.
- Any time between 12:30 p.m. and 2:45 p.m. on a minimum day. (This includes parent conference days.)
- *If the departure time or arrival time for your trip falls anywhere in these blackout times and the times cannot be changed. Your trip will need to be set up on a charter bus.*

\*\*\* Please do not call the office to schedule a bus for a trip. We will only accept completed Transportation Request Forms as actual trip requests. The Transportation Department needs the actual form so that we can insure proper scheduling, communication and billing. We try to accommodate all requests, but they are filled on a first come, first serve basis.