

**Independent School District No. 1**

TRANSPORTATION REQUEST – Activity Bussing – Field Trip, Activity Trip, Athletic Trip

TODAYS DATE \_\_\_\_\_

Forward this request through your building principal then deliver to the office of the Director of Student Services. A copy of the request will be returned to you.

Please note: **Request must be made at least three (3) weeks prior to the activity.**

Transportation will only be furnished within the framework outlined in Rules and Regulations. Any activity bus with students must have at leave two (2) adults. Without prior permission, this would include the driver and the activity sponsor. Any questions can be directed to the Director of Student Service at 208-748-3050.

Person Making Request: \_\_\_\_\_ School: \_\_\_\_\_ Group: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_ Activity: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_ Check box if a substitute teacher will be necessary  Begin Loading: \_\_\_\_\_ a.m. p.m.

Driver Remains at Site: Yes  No  Driver Leaves and Returns: Yes  No  Depart for Destination: \_\_\_\_\_ a.m. p.m.

Arrive at Destination: \_\_\_\_\_ a.m. p.m.

Content Standards Reference Number: \_\_\_\_\_ Relevant Curriculum Attached: Yes  No  Depart Destination: \_\_\_\_\_ a.m. p.m.

Arrive at Home: \_\_\_\_\_ a.m. p.m.

Description of Trip (include extra stops, times, etc.): \_\_\_\_\_

Purpose of Trip (contribution of the total educational program): \_\_\_\_\_

**Trip Tracking Determination – Please Answer Each Question by Indicating Yes or No**

Yes	No	Does the trip extend 100 miles beyond Idaho’s Border?	Yes	No	Does a portion of the trip occur on a weekend or during summer break?
Yes	No	Does a portion of the trip require an overnight stay?	Yes	No	Is any portion of the trip competitive?
Yes	No	Is the trip considered an out-of-community student performance?	Yes	No	Is any portion of the trip considered an award?
Yes	No	Is any portion of the trip considered a recreational event?	Yes	No	Is any portion of the trip considered a social event?
Yes	No	Is any portion of the trip considered club affiliated?	Yes	No	This trip is educational (Life Sports for H.S. only) & curriculum driven.
Yes	No	Will the entire school attend during a single event? (e.g. movie)	Yes	No	Will the student’s (classroom) grade be affected?
Yes	No	Will everyone in the class have an opportunity to participate?	Yes	No	Will the trip be taken on a yellow bus(es)?

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Principal Signature (Indicates Your Approval)

\_\_\_\_\_  
Funding Source / Code

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\_\_\_\_\_  
Supervisor of Transportation Signature

Reimbursable Yes  No

Bus Number \_\_\_\_\_

Total Miles \_\_\_\_\_

**NOTE: ONLY SCHOOL DISTRICT EMPLOYEES WORKING IN TRANSPORTATION CAN DRIVE DISTRICT BUSES**