

**Jefferson Central School**  
**Field Trip/Special Bus Request**

Please submit this form to the Transportation Supervisor at least 10 days in advance of the intended travel date. Please attach a list of students to this form.

Permission is requested for a:   ☐ Field Trip      ☐ Special Bus Request

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

Address: \_\_\_\_\_

The purpose of this trip is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trip Date: \_\_\_\_\_ Emergency Contact Number: \_\_\_\_\_

Leave school at \_\_\_\_\_ a.m./p.m.      Return to school by \_\_\_\_\_ a.m./p.m.

Total number of students/passengers (including chaperones): \_\_\_\_\_

Special Accommodations: \_\_\_\_\_

\_\_\_\_\_

Chaperones will be: \_\_\_\_\_

\_\_\_\_\_

Substitute Required?    Yes    No    If yes, please submit a time off request.

Request submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Bus #(s): \_\_\_\_\_

Driver(s): \_\_\_\_\_

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Trip has been listed on the district calendar

White – Transportation

Yellow – Office

Pink – Requestor