

**LAFAYETTE PARISH SCHOOL SYSTEM**  
**TRANSPORTATION PRE-TRIP REQUEST FORM**  
**TO BE COMPLETED PRIOR TO EVERY FIELD TRIP SCHEDULED**

Estimated Bus Fee \$ \_\_\_\_\_

School(s) \_\_\_\_\_ Date(s) of Trip(s) \_\_\_\_\_

School Depart Time \_\_\_\_\_ Destination Arrival Time \_\_\_\_\_ Destination Depart Time \_\_\_\_\_ School Arrival Time \_\_\_\_\_

Teacher(s) & Grade(s) \_\_\_\_\_ Phone \_\_\_\_\_

Program Title \_\_\_\_\_ **School Account #** \_\_\_\_\_

Destination \_\_\_\_\_

Additional Stop(s) \_\_\_\_\_

Purpose of Trip & Correlation to Subject \_\_\_\_\_

**SPECIFY TRANSPORTATION NEEDS**

Number of Bus(s) needed:    Regular Bus \_\_\_\_\_    Special Needs Bus \_\_\_\_\_    Private Cars \_\_\_\_\_    Charter Bus \_\_\_\_\_

# Of Students \_\_\_\_\_    # Of Teachers \_\_\_\_\_    # Of Chaperones \_\_\_\_\_    Total of ALL \_\_\_\_\_

# Of Seat Belts \_\_\_\_\_    # Of Car Seats \_\_\_\_\_    Wheelchair Lift YES / NO \_\_\_\_\_    Wheelchair Spaces \_\_\_\_\_

**BUS DRIVER ASSIGNED**

If you DO NOT have a driver assigned, Transportation will attempt to assign one.  
 If you HAVE assigned a driver, you MUST write name below to avoid double booking fees.

<b>DRIVER NAME</b>	<b>PHONE NUMBER</b>	<b>BUS #</b>

**SIGNATURES**

Write Department / Program - CIRCLE Title – Write Program Account Number - Sign

**PROGRAM ACCOUNT NUMBER:**

Signature of Approval: Principal / Assistant Principal	
Signature of Director / Assistant Director (list below Department / Program)	
Signature of Specialist / Academic Officer / Other (list below Department / Program)	

Average Bus Capacity:    High School: 40 Students    Middle School: 40 Students    Elementary School: 60 students

NOTE: Additional Fees Apply to any driver used PRIOR to 8:30a or AFTER 1:45p

Additional Fees: Additional Stop: \$15.00 / each stop

Additional Hours: \$12.00 / per hour over specified hours on F/T Rate Form

Overnight Fee: \$100.00 / per night

Spare Bus Fee: \$30.00 / per ½ day - prior to 8:30a or after 1:45p

\$60.00 / per whole day – prior to 8:30 and after 1:45p