

STEWARTVILLE SCHOOLS TRANSPORTATION REQUEST FORM for FIELD TRIPS & ACTIVITIES

Submit TWO WEEKS IN ADVANCE to Cathy Conger, Central Educ. Ctr.

Today's Date: _____

GROUP _____

REQUESTOR _____

PHONE _____

How is this trip being funded:

(Student Activity Acct **Code** or UFARS Billing Code)

**I must have a code
even w/activity acct**

EVENT DATE: _____

DESTINATION: _____

*If additional stops are needed, add note
otherwise bus will go to/from destination only*

ADDRESS: _____

Location Site to LEAVE FROM: **(circle one)** Central Bonner Bear Cave Int. MS/HS bus corral

DEPART from LOCATION SITE (noted above) at: _____ AM PM ****This is your leave time!!**

Bus will arrive 10 minutes before departure time to board

APPROXIMATE TIME of **RETURN** to LOCATION SITE: _____ AM PM

1 bus = 50 passengers w/2 per seat

Number in Group: STUDENTS: _____ Adults: _____ Number of Buses: _____

Any Special Needs? (Wheelchair lift, coolers, bags) _____

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