



Waukee Community School District Transportation / Field Trip Request

Email completed form to: waukee.trips@durhamschoolservices.com

Please use black or blue ink to complete form – **All Fields Required**

2-3 days before your trip, call extension 2803 to confirm

There is a 2 hour minimum charge for all trips. (Time billed – 30 minutes prior & 15 minutes following return trip)

Today's Date: _____

Contact (teacher/coach) Name: _____

Contact Work Extension: _____ Contact Cell Number: _____

Trip Date: _____ Group/Class/Sport: _____

Departure Time: _____ Pick-up Location/School: _____

Pick-up Address: _____ (bus lane/or which door): _____

Destination: _____ Address: _____

Event End Time: _____ School Return Time: _____

Total Number of Passengers: _____ (bus capacity is 3 per seat grades K-3 – 2 per seat grades 4-12)

Special Needs Bus with Lift: YES ___ NO ___ Wheelchair(s): YES ___ NO ___ How Many: ___

Jumpseat or Harness: YES ___ NO ___ How Many: ___ Seatbelts: YES ___ NO ___ How Many: ___

Medical Alerts or any other helpful information concerning the trip and/or passengers:

Signature – Requestor

Approval Signature

Durham School Services

605 University Avenue

Waukee, IA 50263

Office: 515-987-2788

After Hours:

515-201-0494