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