



Field Trip Request Form

- **Email completed form to waukee.trips@durhamschoolservices.com**
- You will receive email confirmation after receipt and logged. Please call x 2803 24-48 hours prior to your trip to reconfirm details.
- Two hour minimum charge for all trips. Trip time billed 30 minutes prior to arrival time and 15 minutes following return to school.

*REQUIRED FIELDS

*Requested Date: _____

*Contact Name: _____

*Contact Work Ext: _____

*Contact Cell Number: _____

*School: _____

*Trip Date: _____

Teacher/Coach: _____

Group/Sport: _____

*Pick Up Location: (School Name – What Door?) _____

*Trip Destination: _____

*Pick Up Location Address: _____

*Trip Destination Address: _____

*Bus Arrival Time at Pick Up Location: _____

*Bus Arrival Time at Destination: _____

*Departure Time from Destination: _____

School Return Time: _____

*Passengers - Total _____

*Accommodations: (Ex:Undercarriage/Jumpseats/Medical Alerts) _____

Other important information: _____

Signature – Person Requesting Trip

Approval Signature - Principal