



**MORELAND SCHOOL DISTRICT  
Transportation Department**

4711 Campbell Ave., San José, CA 95130  
(408) 874-2973 – Fax: (408) 374-8840



**Field Trip Request Form**

Submit to Transportation Department, fax # above  
(ONLY ONE TRIP PER FORM, ONE FORM PER TRIP)

Date of Trip: \_\_\_\_\_ Day of Week: M T W Th F  
 Teacher(s): \_\_\_\_\_ Ext: \_\_\_\_\_  
 Grade: \_\_\_\_ School: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 (if different) \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Destination Name: \_\_\_\_\_  
 Destination Address/Location: \_\_\_\_\_  
 \_\_\_\_\_  
 Destination Phone #: \_\_\_\_\_ Trip Leader's Cell #: \_\_\_\_\_  
 Arrival Time at School: \_\_\_\_\_ A.M. /P.M.  
 Departure Time from School: \_\_\_\_\_ A.M. /P.M.  
 Arrival Time at Trip Site: \_\_\_\_\_ A.M. /P.M.  
 Departure Time from Trip Site: \_\_\_\_\_ A.M. /P.M.  
 Return Time to School: \_\_\_\_\_ A.M. /P.M.  
 Other Instructions: \_\_\_\_\_  
 \_\_\_\_\_

Number of Children: \_\_\_\_\_  
 Number of Adults: \_\_\_\_\_  
 Total # of Passengers: \_\_\_\_\_

**Method of Payment – Please check one**

Home & School Club  
 Collected Fees  
 School Budget  
 Other: \_\_\_\_\_

- The Administrator shall be responsible for assuring procedures that will provide for the accounting and safety of children.
- A basic First Aid Kit will be available on the bus
- No Children under age 4 may be transported on District buses.
- Parking Fees, Bridge Tolls, and Other Expenses to be paid by the Bus Service User.
- Full Payment will be required if the trip is cancelled less than 7 days before the scheduled date.

**APPROVAL/AUTHORIZATION:**

By signing below, the authorized agents of Bus Service User and Moreland School District confirm that the trip details described on this form are in addition to all requirements of the Agreement for Transportation Services between Moreland and Bus Service User.

**FOR BUS SERVICE USER:**

**FOR MORELAND SCHOOL DISTRICT:**

\_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_