



2022-2023



USD290 Activity/Field Trip Request

Scan and email the completed form to transportationoffice@usd290.org
Activity/Field trips should be requested 30 days prior to the trip to ensure bus and driver availability.

Itineraries are always appreciated for all day or multiple stop trips.

For any questions, call Transportation at (785)229-8040.

School _____ Activity Date _____

Grade Level/Group _____ Approximate # of All Passengers _____

Requested pickup location at school (e.g., front of school, bus lane, etc.) _____

Destination and address _____

Purpose of Activity/Field Trip _____

Departure time from school _____ (bus will arrive for loading 15 minutes prior to departure time unless otherwise requested.)

Event start time _____ Event end time _____ Estimated time back at school _____

Will special needs/Wheelchair transportation be required?
 NO YES-please specify requirements: _____

Main contact person during this trip _____ Phone# _____

Additional information (optional) _____

Requestor's Signature _____ Date _____

Principal/Administrator Signature _____ Date _____

(For Bus Driver to complete)

Bus driver name	_____	Bus number	_____
Ending mileage	_____	Sitting start time	_____
Beginning mileage	_____	Sitting end time	_____
Total mileage	_____	Fuel gallons	_____

Driver provided an explanation of the location and operation of emergency exits. _____ (initial)

Bus Driver Signature