

REQUEST FOR FIELD TRIP

THIS FORM MUST BE SUBMITTED 2 WEEKS IN ADVANCE OF THE TRIP DATE.

Date of application _____

Teacher: _____

School: _____

Grade: _____

Date of Trip: _____

Place to Visit and Address: _____

Arrangements Made with Host: Yes _____ No _____

Bus Transportation: Yes _____ No _____

Location to Load Students: _____ Time: _____

Destination: *Arrival Time:* _____ *Depart Time:* _____

Time Bus should arrive back at School / Norwalk: _____

Number of Children: _____ Number of Adults: _____

Approximate Distance to Location: _____ miles (one way)

Pupil Cost (if any) : _____ Arrangements for Financing Cost: _____

Purpose of Trip: _____

If you teach in more than one building, do you have an approved Conference/Alternate Assignment Form signed by each building principal for this trip? Yes _____ No _____

Signed: _____
Teacher

Approved: _____
Principal/ Supervisor

Director of Operations - Initials: _____

Bus Scheduled: _____
Director of Support Services

****Chaperones are to be seated one in the front of the bus, one in the middle of the bus and one in the back of the bus. If only two are present, then one in the front and one in the back. HS/MS trips seating will be as follows: boys and girls will not be allowed to sit together in the same seat.**

Norwalk City Schools – Bus Rules

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| 1. Students must obey and respect the bus driver at all times. | 7. Do Not strike, push, trip or otherwise abuse another student. |
| 2. Do Not put hands, arms, head, feet or legs out the window. | 8. Do Not yell, whistle, stamp feet, clap hands or distract the driver. |
| 3. Do Not throw objects from the bus windows. | 9. Do Not litter, or spit on the bus. |
| 4. Do Not use abusive, derogatory, or profane language. | 10. Do Not tamper with, or deface/destroy bus property or equipment. |
| 5. Do Not eat, drink, smoke or light matches on the bus. | 11. Do Not chew gum on the bus. |
| 6. Do Not stand, turn around in, or leave their seats while the bus is moving. | 12. Do Not talk at the railroad tracks. Silence, until completely across tracks. |