

HINGHAM PUBLIC SCHOOLS

Field Trip Planning Sheet

***Directions: (1) Teacher completes form, calls Transportation regarding bus availability and gives completed form to Administrative Assistant; (2) Teacher puts details of trip on Shared Google Calendar; (3) Principal/Administrator signs & sends to Transportation; (4) Transportation signs & sends to Central for Business Manager & Superintendent approval. ***

This request must be received at the Transportation Department Office at least four (4) weeks prior to the date of the trip. **Before submitting a written form, please contact the Transportation Department at 781-741-1510 to confirm the availability of a bus for the date requested.**

Date Phoned Transportation: _____ Date of written request: _____ Date of Trip: _____

Place of Departure: East Foster PRS South HMS HHS Time of Departure: _____

Destination: _____ Return Time: _____

Address of Destination: _____

of Passengers: _____

Trip Supervisor: _____

Equipment or Large Items to be transported: _____

Trip requested by: _____ Grade: _____

Approved by: _____

School Principal

Transportation Office

Business Office

Superintendent

Below to be completed by the Transportation Department and sent to the Superintendent's Office.

of Buses Required: _____ # of Other Vehicles Required: _____

Type of Buses being used: _____ Hingham Buses or _____ Outside Contractor Buses: _____

Below to be completed by the bus driver upon completion of the trip and given to the Transportation Supervisor.

Driver: _____ Bus # _____

Date: _____ Report To: _____ Time: _____

of miles traveled: _____ Time Start: _____ Time Finish: _____

Remarks: _____