

# Houston R-1 Schools Field Trip Request (Bus)

*Submit this request to your building principal at least  
**TWO WEEKS** prior to the requested activity!*

1. Group: \_\_\_\_\_
2. Event: \_\_\_\_\_
3. Date of Event: \_\_\_\_\_
4. Destination: \_\_\_\_\_
5. Departure Time/Date: \_\_\_\_\_
6. Time Event Starts: \_\_\_\_\_
7. Desired Arrival Time: \_\_\_\_\_
8. Return Time/Date: \_\_\_\_\_
9. Sponsor(s): \_\_\_\_\_
10. Number in Group: \_\_\_\_\_
11. Student Bus Boarding Location: \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_

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

Principal: (Approved/Not Approved) \_\_\_\_\_  
(Initial) (Date)

Transportation Director (Date Task Completed): \_\_\_\_\_

- a. Bus Number: \_\_\_\_\_
- b. Bus Driver: \_\_\_\_\_