

## FIELD TRIP BUS REQUIREMENT FORM

Please complete and submit this form to PTO Enrichment chairs for all transportation needs. If you are relying on PTO funds for your transportation, we prefer to book it (rather than just receiving a bill). Should you prefer to arrange transportation for your trip, please provide copies of your bus contract(s) to Enrichment Chairs for their records.

Teacher Name:

Cell Phone (contact # day of the trip):

Date(s) of Field Trip:

Field Trip Destination (Name and Address):

Estimated time it takes to get to destination (e.g. per Mapquest):

Time bus(es) should arrive at WJHS:

Departure time from destination:

End Time (when you want to be back at school):

Number of Students being transported:

Number of Staff and Chaperones being transported:

Are there students with special needs to accommodate (e.g. wheel chair accessible)?  
If so, please explain.

Please submit this form electronically to PTO Enrichment Chairs:  
[enrichment@wjhspto.com](mailto:enrichment@wjhspto.com)