

WHEATON HIGH SCHOOL
MCPS BUS REQUEST FOR FIELD TRIP

Bus requests must be approved **14 DAYS PRIOR TO DATE OF TRIP.**

Name of group: _____

Person submitting this request: _____

Destination: _____

Address: _____

Purpose of trip: _____

Date of trip: _____ Leave: _____ A.M./P.M.

Return: _____ A.M./P.M.

Number of students: _____

Total mileage to & from: _____

Approval:

Resource Teacher _____

Administrator: _____

ON SCHOOL DAYS, BUSES ARE NOT AVAILABLE BEFORE 9:30 A.M. OR BETWEEN 1:30 AND 4:00 P.M. CAPACITY OF BUS IS 55 PASSENGERS.

**COST: \$1.60 PER MILE OF TRIP.
\$36.00 PER HOUR, PLUS ONE-HALF HOUR REFUELING CHARGE IF LEAVING AT 9:30 A.M., OR ONE HOUR REFUELING CHARGE IF LEAVING AT 10:00 A.M.**

\$1.60 X # _____ OF MILES..... _____
\$36.00 X # _____ OF HOURS.... _____
\$15.00 DEADHEAD FEE..... _____
TOTAL COST..... _____

THE SPONSOR MUST OBTAIN A PARENT APPROVAL FORM FOR EACH STUDENT. PRIOR TO THE TRIP, MONEY COLLECTED SHOULD BE SUBMITTED TO THE FINANCIAL ASSISTANT ALONG WITH FIELD TRIP ACCOUNTING (MCPS FORM #280-41).