

**SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT  
FIELD TRIP BUS REQUEST**

(Form required **TWO WEEKS** prior to all field trips)

Participating Group/School/Grade: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Number of Students: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

Time to leave school: \_\_\_\_\_ Time to return to school: \_\_\_\_\_

Number of **Massini** Buses: \_\_\_\_\_ Large \_\_\_\_\_ Small \_\_\_\_\_ Van (8 passengers)  
(Large bus holds 47 children grades 4-12; Large bus holds 72 children grades Pre-K-3)

Number of **SBRSD Marshmallow** Buses (14 passengers each): \_\_\_\_\_

**SBRSD Van** (11 passengers): \_\_\_\_\_

Trip Destination(s), with COMPLETE and accurate itinerary (**please indicate desired arrival time at destination and desired departure time from destination**):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Curriculum Area and Standards: \_\_\_\_\_

Organization/Department Responsible for Bus Payment: \_\_\_\_\_

**NAME OF ACCOUNT/ACCOUNT #:** \_\_\_\_\_

Estimated Cost of Massini Bus Trip: \_\_\_\_\_

Cost per mile: \$3.67; Cost per hour wait time: \$36.66; Minimum trip cost: \$250.00

Example: 30 miles round trip (large bus) with 3 hour wait time

$$30 \times \$3.67 = \$110.10$$

$$3 \times \$36.66 = \$109.98$$

$$\text{Total cost} = \$220.08 \text{ (if total cost is below } \$250 \text{ the charge will be } \$250)$$

Estimated Cost of Marshmallow Bus Trip: \_\_\_\_\_

Charge has been approximately \$0.30 per mile

Person Requesting Trip: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Business Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

*If you have any questions or need to make schedule changes, please contact Ingrid Borwick at 229-8778 x 306*