

Riverside Local School District Transportation Department

Request for Field Trip Transportation

Before submitting your request for field trip transportation, please read this document in its entirety. For any questions or clarification, please contact Amy Tepley (amy.tepley@riversideschools.net).

Guidelines:

- Upon approval from the building principal, all requests must be submitted directly to your building secretary **AT LEAST** 10 days in advance. Paper forms will not be accepted by the Transportation Department.
- Trip hours during the school day are limited due to staffing constraints and contractual obligations. Field trips will be scheduled **NO EARLIER** than 9:15am. All trips must return to the building of origin **NO LATER** than 1:45pm. Limited exceptions may be made at the discretion of the Director of Transportation through the building secretary.
- The number of school buses needed for a trip is calculated at 50 passengers per bus. The final number of school buses scheduled will be at the discretion of the Director of Transportation.
 - *If fewer buses are needed due to a drop in participants, please notify the Transportation Department at least 24 hours in advance. If the Transportation Department is not notified, the organization will still be charged for the additional driver(s).*
- School bus parking will be arranged by the trip organizer. Any fees for parking will be paid **IN ADVANCE** by the trip organizer. The Transportation Department will not facilitate special parking needs.

Billing Information:

- Your organization will be billed directly by the Transportation Department. Final payment must be made to the Treasurer's Office - Donnelle Jordan.

Field Trip Rate: \$30 per hour

Mileage Rate: \$1.51 per mile

1 additional hour will be billed for driver preparation, travel, and clean up.

Updated 2/2026

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Riverside Local School District Transportation Department

Request for Field Trip Transportation

Date of Request: _____ Date of Trip: _____

Building: _____ Grade Level(s): _____

Teacher/Staff In Charge: _____ Phone: _____

Purpose of Trip: _____

Destination: _____

Address: _____

Departure Time: _____ Return Time: _____

Location for Student Pickup: _____

of Adults: _____ Students: _____ Total Passengers: _____

Total Number of Buses Requested (50 passengers per bus): _____

Complete this section if special equipment is required. Attach additional students as necessary.

Check if None

Student: _____ Equipment Needed: _____

Student: _____ Equipment Needed: _____

Student: _____ Equipment Needed: _____

Student: _____ Equipment Needed: _____

Approved by Principal: _____ Date: _____

Date Entered in Tripfinder by Secretary: _____

Tripfinder Trip #: _____