



## **Field Trip request instructions**

The following information will help you when filling out a Field Trip request. All the information on the request is important to ensure that your trip is booked correctly.

1. **Destination:** Trip request must show the full name of the destination as well as the full address. The full address is required for your destination to ensure our driver or charter company driver take you to the correct location. If the trip is to a local area school the address is not needed.

2. **Trip Times:** Accurate departure and return times are required. If a time change is needed, please make changes at least 48 hours prior to departure. Last minute changes are difficult for our dispatchers to reassign your trip to another driver. It is important to keep the scheduled departure time. We make every effort to have the bus at your school site 15 minutes prior to departure. This allows for loading equipment and passengers. The bus needs to depart at the scheduled departure time. If your group does not come out on time, you could risk having the bus pulled from your site.

3. **Confirmations:** When AVSTA receives and processes the trip request, an Acceptance /Confirmation Page will be emailed to your site for the staff member requesting the trip to review. Sign and email back within 72 hours. Please carefully review the acceptance/confirmation page. Any changes that need to be made can be done by making the correction on the acceptance/confirmation page and faxed back. Any changes after the acceptance/confirmation page has been signed and returned must be made in writing via the acceptance/confirmation page or done by e-mail to [fieldtrips@avsta.com](mailto:fieldtrips@avsta.com). When emailing please reference the field trip number located at the top left of the acceptance/confirmation page.

4. **Cancellations:** If you need to cancel a trip. Please make every attempt to cancel 48 hours before the trip. All cancellations must be done in writing, simply write "CANCEL" across the acceptance/confirmation sheet sign and email the field trip clerk. If a bus is cancelled at the time of pick up, your site will be charged for the driver's guarantee hours.