

## **Field Trip Request Flowchart**

Initial Field Trip Planning by Teacher(s)/School



Visit Transportation
Department webpage to make
Field Trip Reservation Request
using Online Reservation Form.



Transportation department will send approval email if the date and buses are available for the requested reservation.



Requester will fill out Paper Field Trip Request Form and submit to secretary for Principal approval and signature. Once approved, School Secretary will input trip into ivisions first to generate a requisition number.



School Secretary will enter trip request into Triptracker and approve field trip.



Transportation department will make final approval and assign driver(s) to the trip.