

## **PROCEDURE FOR RESERVING A BUS FOR FIELD TRIPS**

1. Complete the "Field Trip Request Form" which can be located on our website.
2. Return the form to the Transportation Department, allowing 5 days advance notice. At this time the Transportation Department will indicate the availability of the bus.
3. The Transportation Department will then notify the requestor that the reservation has been confirmed and return to them, a copy of the completed form.
4. Should the Haverhill Public Schools Transportation Department be unable to accommodate the field trip request, it may need to be subbed out to an approved vendor. Please note that the requesting school or department will be required to assume all costs associated with the transportation.
5. If requested, the Haverhill Public Schools Transportation Department will provide a list of approved vendors.
6. All trips must be scheduled 9:30 am -1:30 pm.