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

All trips must be scheduled 9:30 am -1:30 pm.

1. Complete the Google “Field Trip Request Form” which can be located on our website.

(Please make sure to include the correct PO number on the request.)

1. The form is automatically submitted to the transportation department.
2. Once a request is received transportation will confirm the PO is correct. (If it is not correct an email will be sent to the requester)
3. At this time the Transportation Department will indicate the availability of the bus.
4. The Transportation Department will then notify the requestor that the reservation has been confirmed by email.

(Should the Haverhill Public Schools Transportation Department be unable to accommodate the field trip request, the transportation department will send these forms out to an approved vendor.)

1. Transportation will make arrangements for the field trip and then email the requester with the reservation information and pricing information.