



DAY TRAVEL ITINERARY FORM

Any time students leave campus for a school trip, a travel itinerary is required. This form is to document single day trips only. Overnight trips, use FT1005. If TUSD Transportation is requested, this form should be forwarded to the Transportation Department after your trip is approved and at least 1 week before travel is set to occur.

An itinerary **must** be submitted as part of the Student Travel Packet FT1000.

- TUSD Transport (attach to TRN1100 packet)
- NON TUSD (attach to Student Travel Packet FT1000)

All changes must be approved with the transportation department (central or east or west) facility servicing your school. Any additional fees such as parking must be provided by group requesting transportation.

Please note: Drivers are instructed to follow itinerary times and destinations. At any time during the actual trip, deviations of any kind must be approved by **direct** telephone contact and the **explicit consent** of Transportation Field Trip Coordinator or Facility Manager - **No Exceptions!**

Date of Trip: _____ Organization Name: _____

Requesting Parties Contact Name: _____

School: _____ Phone #: _____ Cell #: _____

TUSD Transport Needed

Pick – Up Time: _____ (Note: Pick-Up **must** be in bus bay)

We will use NON TUSD transportation for this trip.

Destination: _____

Departure Time from 1st Destination: _____

Departure Time from 2nd Destination: _____

Location: _____

Departure Time from 3rd Destination: _____

Location: _____

Return Date/Time: _____

Comments: _____

Parking fees: _____

Important! An itinerary **must** be completed for each trip request.