



## EXTRA-CURRICULAR/FIELD TRIP REQUEST FORM

**Trips must be requested at least two (2) weeks in advance. This form is for Columbia Public Schools billed trips only.**

**Scan/email completed form to:**

[aorf@ridesta.com](mailto:aorf@ridesta.com)

Date: \_\_\_\_\_ School/Department: \_\_\_\_\_

Requestor: \_\_\_\_\_ Requestor Phone: \_\_\_\_\_

Trip Date: \_\_\_\_\_ Number of Buses: \_\_\_\_\_

Activity: \_\_\_\_\_ Grade or Club: \_\_\_\_\_

Trip Contact Name: \_\_\_\_\_ Cell / After Hours Number: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_ Bill To School / Department: \_\_\_\_\_

**NOTE: A Purchase Order Number must be included or the Trip Request cannot be processed.**

Special Requests/Special Needs/Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

	Location	Address	Time	# Students	# Adult Chaperones
Pickup					
Destination					
Pickup					
Destination					

**Will bus be required to stay at destination? Yes / No**

**Will driver be required to stay overnight with group at destination? Yes / No**

**Will trip sponsor provide directions to the destination? Yes / No**

**STA drivers are subject to the Federal Motor Carrier / DOT hours of service regulations. As such, our drivers cannot drive more than 10 hours or be on-duty for more than 15 hours per day. If your trip request is more than 15 hours with more than 10 hours of driving time, additional drivers may be required at an additional cost.**