



El Paso Independent School District

Fine Arts Department

Standard Operating Procedures: *Bus Requests*

All El Paso ISD Fine Arts Department teachers will follow the procedures as outlined below when making a bus request for a department sponsored trip or other department approved trips.

1. All Fine Arts teachers will submit a trip request **no less than** 30 days before an event or approved trip. ***Extenuating circumstances will be evaluated by Fine Arts Department for approval or denial.***
2. Trip request form must be filled out completely before submission to appropriate Facilitator and/or Fine Arts clerk.
3. Departure Pick-Up and Return Pick-Up Locations should be as detailed as possible.

<i>What NOT to Do:</i>	<i>What TO Do:</i>
Pick up in front of school Pick up at back of school Drop off at side parking lot Drop off in front	Pick up at student parking lot on Lark St. Drop off in the parking lot on the side of the Performing Arts Center on Sun Valley Dr.

4. Incomplete forms will not be processed and sent back to teachers for completion.
5. Per Transportation Department policy, all trip information **must be** entered no less than 10 days out from an event.
6. Bus request forms that are submitted late for Facilitators/Clerk to enter will incur a \$100 late fee that will be paid for by the performing groups campus.
7. **ALL** changes that must be made to an existing trip request number will have to be emailed to the responsible Facilitator/Clerk for them to contact the corresponding Transportation Department location accordingly. **Please, DO NOT email the Transportation Department directly.**

Date Request Entered: _____

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Trip Request #: _____



El Paso Independent School District
Fine Arts Department – Bus Request Form

Field Trip Name/Description:		
Event Address:		
Home Campus:		
Teacher:	Phone #:	Email:
Depart Date:	Depart Time:	Depart From:
Departure Pick-Up Location Description (be as detailed as possible):		
Drop Off Location Description (include address):		
Return Bus Needed?:	Return Date:	Return Time:
Return From: (include address):		
Return Pick Up Location Description (be as detailed as possible):		
Return Drop Off Location Description (be as detailed as possible):		
Number of Students:	Number of Adults:	Number of Wheelchairs?

*Please send this information as soon as possible for the bus request to be entered on time. **ALL CHANGES TO YOUR TRIP MUST BE E-MAILED TO ERIN EVANS. DO NOT SEND CHANGES DIRECTLY TO TRANSPORTATION DEPARTMENT.***

***After the 10th day before a trip date occurs, a \$100.00 late fee will be charged to your school/club. Get your requests in before the 10-day deadline!
AFTER HOURS TRANSPORTATION DISPATCH # 915-230-2507***