



5102 S. Commerce Drive ■ Murray, Utah 84107
(801) 264-7400 ■ (801) 264-7456 (fax)

BUS TRIP REQUEST INSTRUCTIONS

- Log in to the district webpage at www.murrayschools.org
- Click on the **Departments & Programs** tab.
- Click on **Transportation Department, + Forms and Instructions.**
- Click on **Bus/Trip Request.**

*****PLEASE READ ENTIRE INSTRUCTIONS BEFORE ENTERING A TRIP REQUEST*****
SEE ALSO: BUS SAFETY POLICY REGARDING ITEMS ALLOWED ON THE BUS

All **RED** checked items are mandatory.

If the date of your trip is **under 21 days from the departure date**, the system will **NOT** accept it. **You need to call the Transportation Office at (801) 264-7410 to see if a driver or bus are available.** If there is a driver/bus available, your principal will need to enter the trip in the system and then approve it. Because of a limited amount of drivers and buses, it would be to your benefit to schedule your trips ASAP. Trips start being scheduled in August for the end of the school year. Dates in December, April, May, and June fill up fast.

BOOKED BY

Fill in appropriate boxes. **Please include a contact number** if trip leaves after school hours or is on a weekend. This information transfers to the ticket that the bus driver will receive in regards to your trip.

BOOKING DETAILS

Trip Name: Enter your school name and destination IE: **Parkside 5th Grade – Tree House**
Trip Destination: Enter the destination address. **THIS IS VERY IMPORTANT!**
Location: Your school name
Organization: Use the drop down list
Departure Date & Return Date: Self-explanatory
Departure Time: Enter time you would like to **load** the bus at your school
Return Time: Enter the time you would like to **be back*** to your school.
***PLEASE NOTE- This is NOT the time you'll board the bus at the conclusion of your field trip. Those details will be arranged the driver at the time of the trip.**
Budget Code: Use the drop down list

TRANSPORTATION TYPE

Use of a school bus for field/activity trips **MAY NOT INTERFERE** with transporting students to/from school. School buses may be scheduled between **9:00 AM and 2:00 PM** or **after 4:30 PM** or on early days between **9:00 AM and 1:00 PM.**

TRIP CONTACT

Enter required information. This includes a cell phone number for the district employee attending the trip. This information transfers to the ticket that the bus driver will receive in regards to your trip. Contact information is imperative!

ATTENDEES

Number of Students

- Maximum **student** seating for elementary is 84 and for secondary is 56.
- SUBTRACT **TWO** elementary students for EACH ADULT riding the bus.
- SUBTRACT **SIX** students for each WHEELCHAIR STUDENT riding the bus. (Seats will need to be removed to accommodate the wheelchair and lift.)

NOTES

Educational Objective: Enter either "Field Trip" or "Activity Trip"

Special Needs: Please list any trip requirements here, i.e., how many buses needed; trailer or box truck; how many wheelchair students; if undercarriage needed; if drop & return; drop only; pick up only, etc. If time is not available at this time due to a playoff/tournament schedule, enter "TBA."

SECURITY

Password: Murray

Click on **Submit Request**

Scroll back to the top of the page. If the trip is accepted, the system will acknowledge it and give you a "Trip ID" number. You should also get an email confirming your trip has been scheduled.

IF CHANGES NEED TO BE MADE TO A TRIP, THE TRANSPORTATION OFFICE NEEDS TO BE CONTACTED BY PHONE OR EMAIL.

Please contact the Maintenance & Transportation Secretary with any questions or concerns at ext. 6500 or (801) 264-7410.

To schedule the use of a District Suburban, contact the District Office Secretary/Receptionist 801-264-7400.