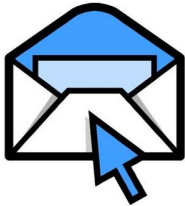




Scheduling a CISD Field Trip and need to Request Transportation? (Daytime trips only. Otherwise, there is a separate request packet.)

THE BASICS



Step 1: Contact Operations

Contact Chris Gibbs, Director of Operations, for a transportation quote and availability. Transportation costs will include a licensed driver, mileage, gas, etc. Email: cgibbs@cisd.org or (903) 874-7441



Step 2: Complete the Form

The Requestor completes the "Request for Extracurricular Transportation" and sends the triplicate form to the appropriate Principal/Supervisor for signature.



Step 3: Obtain Supervisor Approval

The Principal/Supervisor sends the approved form to Chris Gibbs in the Operations Office. Mr. Gibbs coordinates with Transportation.



Step 4: Transportation Confirmation

The Transportation Office confirms the travel requested with the Requestor.

ADDITIONAL INFORMATION:

Reminder:

1. Students must have completed permission forms from parents/guardians unless otherwise notified.
2. Transportation will do their best to schedule. Please understand that trips are scheduled in order of requests received. (i.e. -- The sooner, the better.)
3. Buses may not depart on school days before 8:00am, as they are running bus routes to get students to school in the morning.