

# Field Trip Request Form



**King County, Department of Transportation**  
**Metro Transit Field Trip Program**  
 201 S. Jackson St. MS KSC-TR-0324  
 Seattle, WA. 98104-3856

Dear Educator, please determine your trip route information by referring to timetables, calling Metro's Rider Information Office at 553-3000 or using our website at <http://metro.kingcounty.gov/>.

Please complete both sides of this form so we may process your request as quickly as possible. Mail this form payable to Metro with a check or purchase order to the address above. The cost for your trip is \$1.50 per person (students and adults) and is non-refundable and non-transferable. You will receive a voucher to be used as payment on your trip.

Details for this program are described in our brochure *Schools Go Places on Metro*. Thank you for your participation in this program.

|                        |                     |
|------------------------|---------------------|
| Name of Teacher:       | School:             |
| Street Address:        | Grade:              |
| City:                  | Zip:                |
| School Office Phone #: | Your Phone or Ext#: |
| School Fax#:           | Email Address:      |

|                                                                                                    |        |
|----------------------------------------------------------------------------------------------------|--------|
| Trip requested for (day)                                                                           | (date) |
| Special needs (i.e. use of wheelchair, visual/hearing impaired students, etc.)                     |        |
| Number of people under 5 years of age and/or who will use a bus pass on the trip:                  |        |
| Indicated number of fare-paying passengers: #students: <span style="float: right;">#adults:</span> |        |
| Total:                                                                                             |        |
| Cost of trip = Total paying passengers x \$1.50 = Amount paid: \$                                  |        |

**In case we have to make changes to your plans, please let us know: Maximum group size 30**

The earliest time you could leave the school:\_\_\_\_\_

The time you need to be at the event:\_\_\_\_\_

The earliest time you could be on a bus to return:\_\_\_\_\_

The latest time that you can return to the school:\_\_\_\_\_

**Program Specifications:**

- **Requests are due in our Metro office at least three weeks prior to your date of travel.**  
Additional time would be recommended to ensure that your request is processed on time.
- **Requests are processed in a first-come, first-served order.**  
We may need to change a route or a time if another group has already requested that route and time prior to your request. You will be notified if this is the case.

**Trip Planning Guidelines:**

- Have 1:6 ratio of adults to students for elementary students and 1:10 for secondary students. This is necessary to ensure proper supervision and safety of the students in cases of emergency.
- Allow sufficient walking time between locations (school, bus stops, destination, etc.) and seating time at the event.
- Plan to be at the bus stop five minutes early.
- If you are attending a tour, play, etc., call to see how long the event will last.
- Have an alternate plan if your activity is an outdoor activity and the weather is not appropriate for the activity. Groups need to stick with their planned trip to ensure that other groups will be able to complete their planned trips.

**Please complete your trip information on the back of this form.**

**Route Information for Trip to: \_\_\_\_\_ (destination).**

| Route # | Time                  | Location of bus stop is:           |
|---------|-----------------------|------------------------------------|
|         | am / pm<br>circle one | On street:<br><br>At cross street: |
|         | <b>Time</b>           | <b>Get off the bus at:</b>         |
|         | am / pm<br>circle one | On street:<br><br>At cross street: |

**Transfer to:**

| Route # | Time                  | Location of bus stop is:           |
|---------|-----------------------|------------------------------------|
|         | am / pm<br>circle one | On street:<br><br>At cross street: |
|         | <b>Time</b>           | <b>Get off the bus at:</b>         |
|         | am / pm<br>circle one | On street:<br><br>At cross street: |

**Route Information for Return Trip to: \_\_\_\_\_ (school).**

| Route # | Time                  | Location of bus stop is:           |
|---------|-----------------------|------------------------------------|
|         | am / pm<br>circle one | On street:<br><br>At cross street: |
|         | <b>Time</b>           | <b>Get off the bus at:</b>         |
|         | am / pm<br>circle one | On street:<br><br>At cross street: |

**Transfer to:**

| Route # | Time                  | Location of bus stop is:           |
|---------|-----------------------|------------------------------------|
|         | am / pm<br>circle one | On street:<br><br>At cross street: |
|         | <b>Time</b>           | <b>Get off the bus at:</b>         |
|         | am / pm<br>circle one | On street:<br><br>At cross street: |

If you need to make a second transfer for either direction, please complete the transfer sections on a second form and staple it to this one.

