



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.
- Scroll down to and click on **Maintenance & Busing**.
- Click on **Bus/Trip Request**.

*****PLEASE READ ENTIRE INSTRUCTIONS BEFORE ENTERING A TRIP REQUEST*****

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.

BOOKING DETAILS

Trip Name: Enter your school name and destination, i.e., 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
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 2:10 PM** or **after 4:00 PM** or on early days between **9:00 AM and 1:10 PM**.

TRIP CONTACT

Enter required information

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.)
- The SUV holds 9 people.

NOTES

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

Special Needs: Please list any trip requirements here, i.e., how many buses needed; one or both SUVs; 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