In collaboration with Transportation, the following updates regarding the ***Field Trip and Transportation Guidelines*** will be implemented starting Fall 2025.

Vehicle Request Requirements:

* for groups of 30 or fewer on single-day and overnight trips under 150 miles one-way - District Vans (when drivers are not available, **Yellow School Bus** will be the default.)
* for groups of 30–50 riders on single-day trips under 150 miles one-way. - Yellow School Buses
* for groups of over 50 riders, trips over 150 miles one-way, and overnight or multi-day travel for groups of 25 or more. -  Charter Buses

Timelines for Field Trip form Submissions:

* All requests are due to the NSD office with a minimum of 4 weeks notice - no exceptions (5 weeks if requiring VP approval)
* All requests for the semester/term are due by 5pm on the Friday of the second week of the term (Sept 5 for Fall 2025)

**Off-Campus Meetings**

* If no transportation is being requested, our Division requires that you submit your Off-Campus Meeting request no later than ***2 weeks*** before departure date.

Notes:

* We have portable speakers available when there is a need to lecture on the bus.

Use of toll roads/lanes is not authorized