



JPS Online Field Trip Request Form Directions

Teacher/Program Administrator submit requests

Field trip requests need to be submitted to Transportation Services at least 3 weeks prior to the field trip date. This gives Transportation Services time to review their calendar along with finding a bus driver for the field trip. Field Trip requests can be submitted far in advance. The earlier they are submitted, the better. Transportation Services can be called at 616-457-3740 or emailed at Transportation@jpsonline.org to see prior to submitting a request if there are buses available on the date you are planning.

To request a bus(es) for a field trip, you must:

- (1) Seek approval from your school secretary/administrative assistant and principal. If they approve, they will provide you with an account number to place on your request form – **all Field Trip requests require an account number to charge the expenses.** Transportation Services will deem this as a formal approval (that you did in fact receive approval for your field trip).
- (2) To submit the online request form, [click here](#).
 - a. If you have any special instructions for the bus driver(s) to know about your trip – please make sure to indicate that in the “Additional Information” section of your request.
- (3) You will receive an electronic copy of your request in your email upon your submission.
- (4) Transportation Services will review the request within 3 business days of the submission and will contact you via email confirming that they can provide a bus(es) for your trip. Your school secretary/administrative assistant will receive a copy of this confirmation for their records also.
- (5) If you have any changes to your request after you have already submitted a request:
 - a. **DO NOT** submit a new request
 - b. Contact Transportation Services via email or phone. Transportation Services will make the change manually for your trip.

Additional Information:

If a bus(es) for your field trip needs to be cancelled, please notify Transportation Services as soon as possible. If the field trip is cancelled within an hour of the scheduled departure time, the account number that you provided will still be charged for the anticipated mileage of the trip.

Please review the attached mileage chart for the most utilized destinations for field trips. The cost to take a field trip with a bus is \$6.00 per mile. This price includes the pay for the driver, fuel and bus expenses. If your location is not listed on the mileage chart, you will be charged the round trip miles to and from your school to the requested destination.

Field Trip Mileage Chart	
Destination	Mileage (R.T.)
Allendale Gymnastics	20
Barnes & Noble Bookstore (Grandville)	12
Blandford Nature Center	22
Boulder Ridge Wildlife Park	60
Camp Optimist	22
Celebration Cinemas/Imax	40
Center Pointe Mall	26
Central Wesleyan Church (Holland)	48
DeGraaf Nature Center	50
DeVos Hall	22
Fairhaven Church	4
Fairlanes Bowling Alley	6
Frederick Meijer Gardens	35
Georgetown Township Library	6
Grand Lady Riverboat	12
Grand Rapids Art Museum	25
Grand Rapids Children's Museum	25
Grand Rapids Civic Theater	25
Grand River Park/Grand River Ravines	8
Grandville High School	10
Great China Inn	4
GVSU (Allendale)	17
Hagar Park	4
Hemlock Crossings	38
Hudsonville Lanes	8
Jenison Jr./Sr. H.S./JCA	2.5
John Ball Zoo	20
Lansing	182 Elem. mileage
Michigan's Adventure	105
Millennium Park	14
Oakcrest Manor	6
Outdoor Discovery Center	50
Post Family Farm	10
Pottery Barn	12
Rebounderz	4
Resurrection Life Church	20
Rivertown Mall	12
Robinette's Orchards	42
Rosa Parks Circle	25
Soccer Zone	4
Tarry Hall	6
Van Andel Arena/Museum	22
Woodland Mall	25

