



FAIRFIELD PUBLIC SCHOOLS FAIRFIELD, NJ 07004

Fill out "Request for Transportation Form" and email it to Sussex County Regional Cooperative at wegroup@sussexcoop.org, please be sure to include Judy Miller on the email millerj@fpsk6.org

Please keep in mind that ***once your confirmation is booked with Sussex County Regional Cooperative, you must contact Judy Miller so that a requisition is entered prior to services being provided.***

Sussex County Regional Cooperative
P.O. Box 1029
Hopatcong, NJ 07843
973-398-3583 Fax 973-398-3683

Field Trip Request Form

Trip should be billed to (name of school): _____

Contact Person: _____ Phone #: _____

Extension: _____

Date of Trip: _____ Fax #: _____

of Students: _____ # of Adults: _____ Total Passengers: _____

Departure Time: _____ Departure Time at Trip Location: _____ **AND/OR**

Return Time to School Location: _____

Type of Trip:

Circle One: Field Trip / Athletic Trip (Type of Sport): _____

Departing From: _____

Address: _____

City/State: _____

Destination: _____

Address: _____

City/State: _____

of Vehicles: _____ **Circle One:** School Bus / Coach Bus

Authorizing Signature (School): _____

To Be Completed by Sussex County Regional Cooperative - Confirmation Info:

Bus Company Name: _____

Bus Company Phone #: _____

Cost Per Vehicle: _____ 4% Commission Per Vehicle:

_____ Total Cost Per Vehicle: _____ Total Cost: _____

4% Commission/Administrative Fee will be charged even if trip does not go.