

# First Student Bus Trip Request Directions

A step-by-step outline of the new process for requesting a trip is below:

Open a **Trip Request Form** and review the Instruction page tab. (The form is on district website)

1. Fill out form completely!
  - Forms should be submitted no less than 10 days prior to trip.
  - Account number **MUST** be on form.
  - **Email indicated on trip request** will be used by First Student to send the trip confirmation.
2. Use Trip Estimator tab to get a quote for your trip.
3. Save a copy of your trip using purpose and date as the file.
  - Example Football08-31-12.xls
4. Email trip to appropriate person for approval.
  - Trip requests are required to be routed through athletic directors (in the case of athletic trips) or principals (in the case of field trips)
5. After the appropriate person approves the trip they email the completed trip to [Wausau.Trips@firstgroup.com](mailto:Wausau.Trips@firstgroup.com) .
6. An email confirmation of the trip will be sent (to the email indicated on the trip request) by First Student after the trip has been scheduled. If a confirmation is not received two days before the trip call First Student to confirm.