

Field Trip Request Form



Complete and submit this form to request a field trip using TriMet buses or MAX light rail. If you have any questions, please email us at fieldtrips@trimet.org or call 503-962-2424 option 4.

- Requests must be received and paid for (if applicable) at least two weeks in advance.
- Field Trips may only be scheduled on weekdays during off-peak hours (9 a.m.–3 p.m. and after 6 p.m.)
- Your group may use regular TriMet tickets or a discounted group fare (Class Pass).
 - A Class Pass allows your field trip to travel on TriMet for \$1 per person for the duration of the field trip.
 - Groups of 15 or more people (including students (7–18 or in high school), teachers, and chaperones) are eligible.
 - Your Class Pass fare will be loaded onto a Hop card, which you'll tap when boarding the bus or entering a light rail platform. You can either request a new one or we can reload an existing Class Pass Hop card.
- Due to vehicle capacities, groups larger than 40 people per bus and 80 per MAX train will be split (and issued separate Class Passes if applicable). Smaller groups may also be split to manage capacities.

Contact information

Teacher's name _____ School name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Fax _____
Email address _____ Grade _____

Field trip information

of Students _____ Age range _____ # of Chaperones (including teachers) _____ Date of trip _____
Starting point (address) _____ Destination (address) _____

Getting there: Time your group needs to be at your destination _____

Getting back: Time your group will be ready to leave your destination _____ Time your group needs to be back at school _____

Payment Information

As noted above, you may use your own tickets or use a Class Pass. If you elect to order a new or reload an existing Class Pass Hop card, the total price will be \$1 per person. You can pay by check, money order, or credit card. Please do not email credit card information.

Please indicate what type of fare you will be using:

- My own tickets. Please return this form to TriMet by mail or fax (see below).
- Class Pass Hop Card. Please indicate if ordering new or reloading, and payment preference below.

Order new Reload existing Please enter card # (16 digits) _____

Class Pass Payment Preference

- Check or money order. Please return this form, along with a check or money order for the total number of riders (payable to "TriMet"), to the address below **at least two weeks prior** to the date of your field trip.
- Credit Card. Please return this form, along with your credit card information, **at least two weeks prior** to the date of your field trip. We will charge your credit card for the total number of riders.

Cardholder name (as shown on card) _____

Cardholder billing address _____

Card # _____ Exp. date (mm/yy) _____

- Send me an invoice. I need an invoice before paying.

Mailing address: TriMet Field Trip Program, 701 SW 6th Avenue, Suite 196, Portland, OR 97204

Fax: 503-962-2482