**Locomotion Theatre**

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**How to Request Free Busing for Field Trips**

**Palm Beach County Public Schools Please NOTE**:

**Free bus funding is limited and ‘first come, first served’. You are responsible for paying for buses if the funds have run out.**

**Your bookkeeper is responsible for applying for the free buses**.

* Use the TR71 screen. Refer to Bulletin #P-13653-C\K12C for more information.
* Once you have entered the application, email Edrick Rhodes the trip numbers, and he will tell you the status of the application. His email is [Edrick.Rhodes@palmbeachschools.org](mailto:Edrick.Rhodes@palmbeachschools.org).
* Important! Teachers, you must ask your bookkeeper to follow up on your application within 1 week after it’s been submitted!
* Charter schools and pre-k classes are not eligible for the free busing.

Be sure to send in your bus request as soon as your field trip contract is signed.

It is your school’s responsibility to follow up to make sure the approval is being processed.

Please, also read the Lunchbox Field Trip & Field Trip Directions pages on our website!