

## **Time of Departure, Lead time**

### ***Lead time for trip request departure date***

- Requests must be requested no less than 10 days prior to trip day
- Exceptions to T. Mark Hagewood (Manager of Transportation Services [Hagewoodt@pcsb.org](mailto:Hagewoodt@pcsb.org))

### ***Time of trip departure***

- School Days - between 10:15 AM and 1:00 PM
- Evening trips - are not guaranteed before 5:30pm – return time flexible
- Non-School days (breaks and summer) Flexible times