TRANSPORTATION FOR FIELD TRIP REQUEST

Complete and submit to the transportation office at least two weeks prior to your scheduled trip. Any and all changes to trip must be submitted to the transportation dept seven days prior to the trip.

Date: ___________________  School:________________________

**ALL FIELDS NEED TO BE COMPLETE**

<table>
<thead>
<tr>
<th>TRIP INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of trip:_________________  Destination:__________________________</td>
</tr>
<tr>
<td>Departure time from school:_________ AM or PM  Pick up location at school:__________________________</td>
</tr>
<tr>
<td>Number of students &amp; adults taking trip  Is wheel chair bus needed?  YES or NO (circle one)</td>
</tr>
<tr>
<td>Bus to stay at event?  Yes or No (circle one)  If no, what time to return to the event?__________ AM or PM  Number of buses:__________</td>
</tr>
<tr>
<td>Return time to school from event:______________ AM or PM</td>
</tr>
</tbody>
</table>

Name of supervising teacher:__________________________________________

**Supervising teacher is responsible for bus parking fees, direction to event, cancelling buses etc.**

Title of class or name of group:__________________________________________

Objective of activity:__________________________________________

Have arrangements been made with host agency?  YES or NO (circle one)

Telephone number you can be reached in case of emergency:________________________

**ESTIMATED COST WORKSHEET:**

<table>
<thead>
<tr>
<th>DRIVE TIME:</th>
<th>$21.24 hour represents drive time and benefits.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILEAGE: $1.47 mile</td>
<td></td>
</tr>
</tbody>
</table>

a) # of miles with deadhead miles________ at $1.47_________ per mile = ____________

b) # of trip hours____________ at $21.24_________ per hour = ____________

c) # of buses requesting and deadhead time______________

d) a) + b) x c) =

Cost estimates need to include dead head time to & from transportation. If your trip is a drop off and pick up trips mileage should include two round trips with deadhead time per number of buses on trip.

Elementary buses maximum 65 students  -  Middle School buses maximum 55 students  
High School buses maximum 50 students

Field trips may be cancelled at anytime due to bus and /or driver availability, and supervising teacher notified.

Supervising teacher signature:_________________________  Date:_________________________

Account Code:_________________________  Administrator Signature:_________________________

**TRANSPORTATION USE ONLY:**

Approved:_______________  Denied:_______________  # of buses__________

Comments:__________________________________________

Signature:_________________________________________  Date:_________________________

White-Transportation  Green-  Yellow-  Pink-  Gold-Building Administrator

03/25/14