

Request for Approval and Transportation for a Field Trip

This form is to be filled out and submitted to the Principal NO LATER than 14 calendar days prior to the field trip.

School: East Central High School

Date of Request: _____

Name of Teacher making the request: _____

Class or Group going on field trip: _____

Field Trip Location: _____

Address of Field Trip: _____

Date & Time of DEPARTURE: _____

Date & Time of RETURN: _____

Number of Students attending field trip: _____

Names of Teachers attending field trip: _____

Names of Assistants attending field trip: _____

Names of additional staff attending field trip: _____

Total number of buses needed: _____

(A regular bus holds 44 with 2 in a seat or 66 with 3 in a seat. / A big bus holds 56 with 2 in a seat or 84 with 3 in a seat.)

*Please note that bus drivers are paid at a rate of **\$12.00** per hour plus 1 hour for pre-trip inspection and post-trip clean-up.*

Arrangements for Meals: (ex: are lunches packed or provided): _____

Briefly describe the objective of the proposed field trip and the anticipated learning outcomes to be derived from this trip (include academic standards when applicable): _____

The cost of the field trip per student will be \$ _____

The cost of the field trip per chaperone will be \$ _____

Money from PTO allocated for this trip: \$ _____

I recommend that this field trip be:

- ☐ Approved
- ☐ Disapproved
- ☐ Bus and driver provided by the Corporation
- ☐ Bus provided by the Corporation and driver paid by Sponsoring organization
- ☐ Bus costs and driver paid by sponsoring organization
- ☐ School van paid by sponsoring organization
- ☐ School van paid by Corporation
- ☐ Other approved transportation to be used. Explain:

Date: _____ Approved/Disapproved: _____
Principal

Date: _____ Approved/Disapproved: _____
Transportation Supervisor

Additional Comments: _____

*Once approved, a signed copy will be placed in your mailbox for your records.
An additional copy will be sent to Becky Hoog at S-DMS for bus # and bus driver assignment.*

