



## Field Trip Procedures

Field Trip Request Forms should be completed with as much detail as possible. Submit completed forms to your school's bookkeeper in a timely manner. The bookkeeper will need to enter all trips into Travel Tracker at least 10 days prior to the scheduled date of the field trip. Overnight field trips require approval from the Superintendent or designee and must be submitted to the Superintendent's Office at least 10 days in advance of date of activity. Please reference BOE Policy 3320 School Trips before submitting your Field Trip Request Form.

Keys for activity buses may be picked up from the Transportation Department between 7:30 am and 4:30 pm, Monday through Friday. If a field trip falls on a non-school day, the keys will need to be picked up before the office closes the last business day before the trip.

It will be the responsibility of the group requesting the trip to assign an appropriately licensed bus driver. The driver is responsible for recording their time as well as their beginning and ending odometer readings. (These readings are needed for billing purposes.) The driver is also responsible for reading a State Mandated Safety Statement, which will be provided upon key/form pick up. The driver and Teacher/Sponsor/Coach will need to sign the Safety Statement to verify this information was provided to students and staff riding EACH bus used during a trip.

The person supervising the trip is responsible for seeing that the bus is cleaned after the trip is completed. Please check the bus for any belongings left behind by students or staff. If the bus is not cleaned, the department/school will be billed a cleaning fee.

If the office is closed when the bus is returned to the bus lot, keys and forms should be placed in the drop box located inside the front gate of the bus parking lot. Keys should not be left on the bus.

Note: A list of students and accompanying adults should be attached to the Field Trip Request Form. This document will be scanned by the bookkeeper into the Supporting documents part of the Field Trip Request in Travel Tracker. Forms shall be kept in supervising teacher's possession for duration of field trip and on file for one school year.



## Field Trip Request Form

This form must be submitted to the Transportation Department via Travel Tracker 10 days prior to the scheduled field trip. Overnight field trips require the approval of the Superintendent or designee and must be submitted to the Superintendent's Office at least 10 days in advance of the date of the activity. Please reference BOE Policy 3320 School Trips before submitting your Field Trip Request Form.

### Logistics

**School/Department:** \_\_\_\_\_

**Teacher/Advisor:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Trip Destination:** \_\_\_\_\_

**Description of Group or Club making trip:** \_\_\_\_\_

**Educational Objective of Trip:** \_\_\_\_\_

**Category:** ☐ Staff Only ☐ Travel with Students

**Type of Trip:** ☐ Field Trip ☐ Athletics

**Vehicle:** ☐ Activity Bus ☐ Yellow Bus (in County) **Number of Vehicles:** \_\_\_\_\_

**Approximate # of Miles (Round Trip):** \_\_\_\_\_

**Is this an Overnight Field Trip?** \_\_\_\_\_

<b>Trip Pickup</b>	Date: _____	<b>Arrive at Venue</b>	Date: _____
	Time: _____		Time: _____

<b>Leave Venue</b>	Date: _____	<b>Trip Return</b>	Date: _____
	Time: _____		Time: _____

**If this is a Recurring Trip, please list all dates here:** \_\_\_\_\_

**Is this an Out-of-State Trip?** \_\_\_\_\_ **NOTE: If this is an Out-of-State trip, please consult with your school nurse regarding student medical needs.**

### Student & Chaperone Information

**List all Grade Levels attending trip:** \_\_\_\_\_

**Indicate the number of individuals making trip:**

**Male Chaperones:** \_\_\_\_\_ **Female Chaperones:** \_\_\_\_\_

**Male Students:** \_\_\_\_\_ **Female Students:** \_\_\_\_\_

Attach to this form a complete list of students who will be going on the trip to this form.

**Do you have students with health concerns on this trip?** \_\_\_\_\_

**If so, please list health conditions (Do NOT list student names):** \_\_\_\_\_

Will students be away from school during their assigned lunch time? \_\_\_\_\_  
If so, will students need packed lunches? \_\_\_\_\_

List names, addresses & phone numbers of Chaperones who will be accompanying students on this trip:

### Funding

Use the following to estimate Transportation Costs for this trip:

Round Trip Bus Mileage: \_\_\_\_\_ miles x \$1.50/mile = \_\_\_\_\_ (per bus)  
Bus Driver Driving Time: \_\_\_\_\_ hours x \$17.00/hr (min) = \_\_\_\_\_ (per driver)  
Bus Driver Chaperone Time: \_\_\_\_\_ hours x \$15.00/hr = \_\_\_\_\_ (per driver)  
Total Cost per bus & driver = \_\_\_\_\_

# of Buses needed \_\_\_\_\_ x Total Cost per bus & driver \_\_\_\_\_ = \_\_\_\_\_ Transp. Costs

Other costs of field trip (Registration, etc.): \_\_\_\_\_

Total Cost of field trip: \_\_\_\_\_

What method of financing will be used to pay for this trip? \_\_\_\_\_

Have you received approval from the Funding Director/Principal to use these funds? \_\_\_\_\_

Is there a budget code that can be listed for billing purposes? \_\_\_\_\_

Will a check need to be written for the venue? \_\_\_\_\_

If so, will the check need to be: ☐ Mailed ☐ Taken the day of the trip

**NOTE:** "Students must not be charged a fee for any trip that is an extension of the curriculum. The board may impose fees for other school trips. Pursuant to policy 4600, Student Fees, and any corresponding fee waiver or reduction procedures, any fees imposed for school trips will be waived or reduced for students who demonstrate real economic hardship." (PCSBP 3320 C)

### Special Needs

Do you need a wheel chair lift? \_\_\_\_\_

If so how many wheel chair slots will be needed? \_\_\_\_\_

Are any PreK or EC seats needed? \_\_\_\_\_ If so, how many? \_\_\_\_\_ PreK \_\_\_\_\_ EC

**BAND TRIPS ONLY:**

Will the Band Van be needed? \_\_\_\_\_ If yes, list Driver Name: \_\_\_\_\_

Will Band Trailers be needed? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Comments or details regarding additional needs:

## Bus Driver Information

**Bus Driver(s) Name(s):** \_\_\_\_\_

**Please list any instructions your driver may need** (pickup/drop off locations, expected duties, should they pack a lunch or will this be provided, attire, etc.):

## Assurances

The above described activity is a planned activity to complement classroom instruction or to enhance an athletic activity/event. Parental permission has been obtained as required on Field Trip and Medical Treatment Consent Form. Travel arrangements, if required, have been finalized.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date Submitted