

**School Field Trip Request Form**  
(1 Field Trip per Request Form)

Teacher's Name \_\_\_\_\_ Bldg. \_\_\_\_\_ Grade \_\_\_\_\_

Date of Field Trip \_\_\_\_\_ Today's Date \_\_\_\_\_

Place to be Visited \_\_\_\_\_

Departure Time from School \_\_\_\_\_

Expected Return Time to School \_\_\_\_\_ Total Length of Trip (Hrs) \_\_\_\_\_

Number of Students \_\_\_\_\_

Number of Teachers/Parents \_\_\_\_\_ Total Passengers \_\_\_\_\_

Number of Buses Requested \_\_\_\_\_ Number of Vans Requested \_\_\_\_\_

Number of Miles to be Traveled \_\_\_\_\_

Anticipated Costs:

Admission Fee: \_\_\_\_\_ \$ \_\_\_\_\_

Minimum Bus: \$100.00 Minimum Van: \$90.00 – total mileage only must meet minimum

Anticipated Driver Fee: \$ 9.75 hr. after the first hour \$ \_\_\_\_\_

Anticipated Mileage Fee: \$ 2.00/mile for bus/\$ 1.50/mile for van \$ \_\_\_\_\_

Total Anticipated Costs of this Trip \$ \_\_\_\_\_

How is Field Trip to be Funded? School District \_\_\_\_\_ PTO \_\_\_\_\_ Other \_\_\_\_\_

Number of Field Trips taken this year prior to this request? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Teacher's Signature \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Reason \_\_\_\_\_

Principal's Signature \_\_\_\_\_

After approval: Procedures Completed: \_\_\_\_\_ Permission Slips

\_\_\_\_\_ Lunch

\_\_\_\_\_ Chaperones

\_\_\_\_\_ Notify office for any checks required  
several days in advance

\_\_\_\_\_ Substitute teacher needed

**Emergency phone number**  
\_\_\_\_\_

Confirmation by Transportation Office/Bus Contractor

Date Request Received \_\_\_\_\_

Confirmed as Requested: Yes \_\_\_\_\_ No \_\_\_\_\_

Transportation Director's Signature \_\_\_\_\_

Bus Contractor's Signature \_\_\_\_\_