

**2019/2020 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: \$125.00 Minimum (Canton, Mansfield, Towanda) \*Plus Driver Fee

\$100.00 Minimum (Local around Troy) \*Plus Driver Fee

Minimum Van: \$90.00 – total mileage only must meet minimum \*Plus Driver Fee

**Anticipated Driver Fee:** \$12.00 hr. (all hours) \$ \_\_\_\_\_

**Anticipated Mileage Fee:** \$ 2.30/mile for bus/\$ 1.80/mile for van \$ \_\_\_\_\_

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

How is field trip to be funded? School District \_\_\_\_\_ PTSO \_\_\_\_\_ Other \_\_\_\_\_

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

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

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

Emergency phone number (Teacher's Cell Number) \_\_\_\_\_

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

Principal \_\_\_\_\_ Business Manager \_\_\_\_\_

Signature

Signature

Special Education Director \_\_\_\_\_ (Signature)

**After approval: Procedures Completed:**

\_\_\_ Permission Slips

\_\_\_ Lunch

**Return to Building Administration**

\_\_\_ Chaperones

\_\_\_ Bus Seating Chart\*

**Three Days Prior to Trip**

\_\_\_ Notify office for any checks required

Several days in advance

\_\_\_ Substitute teacher needed

\_\_\_ Nurse Request made to building principal

**\*Must return completed bus seating chart 3 days prior to trip.**

**Confirmation by Transportation Office/Bus Contractor**

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

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

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

Bus Contractor Notified \_\_\_ Entry into Calendar \_\_\_ Return Receipt \_\_\_