

2022/2023 School Field Trip Request Form

No.810-AR-7

(1 Field Trip per Request Form)

Teacher's Name _____ Bldg. _____

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: **\$150.00** Minimum (Canton, Mansfield, Towanda) *Plus Driver Fee

\$125.00 Minimum (Local around Troy) *Plus Driver Fee

Minimum Van: **\$100.00** – total mileage only must meet minimum *Plus Driver Fee

Anticipated Driver Fee: \$14.00 hr. (all hours) \$ _____

Anticipated Mileage Fee: \$ 2.50/mile for bus/\$ 2.00/mile for van \$ _____

Total Anticipated Costs of this Trip \$ _____

How is field trip to be funded? School District ___ PTSO ___ Foundation ___ Other ___

Number of Field Trips taken this year prior to this request? _____

Comments: _____

Teacher's Signature _____

Emergency phone number (Staff Cell) _____

____ Approved _____ Disapproved Reason: _____

Signatures:

Principal _____

Business Administrator _____

Superintendent _____

After approval: Procedures Completed: _____ Permission Slips

_____ Lunch (Two Weeks in Advance to Cafeteria Manager)

Return to Building Administration _____ Chaperones

Three Days Prior to Trip _____ Notify office for any checks required (Two Week Notice)

_____ Substitute teacher needed

_____ Nurse Request made to building principal

***Provide list of students to the School Nurse for any Medical Conditions/Issues.**

***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 _____