

DATE SUBMITTED: _____

School(s): _____ Grade: _____ Special Education: _____
(If multiple schools are going on same trip/bus, please list all school's)

Submitted by: _____ Day & Date of Trip: _____

Pick Up Time At School: _____ Departure Time from Destination: _____

WBCTC/VoTech Drop (Yes or No): _____ (If Yes) Time: _____

Lunch/Dinner Stop (Yes or No): _____ (If Yes) Where and End Time: _____
*** (end time for lunch/pick up time)***

Wheelchair Van Needed (Yes or No): _____ (If Yes) Name of Stdnts & Nurses: _____

Names of Teacher(s) Accompanying Students: _____

Number of Students: _____ Number of Adults: _____
(If multiple schools are going please list how many from each school)

Destination of Field Trip: _____

Address: _____

Objective of Trip: _____

Type of Transportation:

STA Bus Co (Trans. Dept will book bus): _____ Charter (teacher will book bus): _____ Walking: _____
(Martz, Greyhound, etc.)

***Who will be funding the bus:** District _____ Or Other (please list) _____

Names of Teachers Requiring Substitutes: _____

Approved _____ (Date) _____ Signature of Principal

Approved _____ (Date) _____ Signature of the Director of Curriculum

Approved _____ (Date) _____ Signature of the Transportation Department

FIELD TRIP INFORMATION

Upon approval from the principal, the completed form will be submitted to the Director of Curriculum for approval. If approved, the Director will submit the form to the transportation office in order to determine the availability of transportation. If transportation is available, the final approval will be given.

****REQUESTS NEED TO BE IN AT LEAST 3 WEEKS IN ADVANCED FOR ANY TRIP****

Sponsors are responsible for:

1. A lesson plan with objectives must be submitted with the request.
2. A list of names and phone numbers must be submitted to the transportation department. Email list to Sylvia Decker.
3. Written parental permission from parents must be obtained before students are allowed to go on a trip.
2. A professional employee must accompany each group being transported.
3. All trips taken must obtain final approval prior to taking any trip.
5. If the bus breakdowns, the principal and transportation department must be called.
6. If there are any questions pertaining to the field trip, call extension 1115.

***Note:** In the event of school cancellation, delay, or early dismissal due to hazardous weather, the principal's discretion will prevail regarding Chartered Trips.

