

FIELD TRIP REQUEST FORM

Name of School: Gray Middle School / Ryle High School

Date of Field Trip: 2/17/2024 to 2/19/20

Days of School Missed: 0

Location of Field Trip: Overland Park Kansas

Grade Level and Number of Students Attending: 6-12 40

Number of Chaperones Attending: 10

What form of transportation will be used?* Be Specific. Common Carrier 

Have field trip rules been explained to the students and chaperones? YES ☒ NO ☐
Are there students being denied the right to attend due to finances? YES ☐ NO ☒
Does this trip comply with Title IX equity issues? YES ☒ NO ☐

Brief Description (Be specific regarding educational purpose):

Gray and Ryle Archery Programs are accepting the invitation to compete at a national event in Overland Park Kansas.

10 male & 10 female athletes are selected from each program (40 total) to represent the team in the competition.

Selections are made based on performance, behavior, eligibility, etc.

Please check the appropriate box:

☐ To be used for 1 (one) day trips using school bus or private automobile.*
NEEDS PRINCIPAL APPROVAL ONLY. PLEASE SEND ALL FORMS TO DISTRICT OFFICE.

☒ To be used for overnight trips, trips of more than one instructional day and Co-curricular/
Extracurricular trips.
TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.

☒ To be used for trips taken by common carrier.
TO BE APPROVED BY THE BOARD OF EDUCATION.

NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.

Sponsor Signature: Ronnie Burke

Principal Signature: [Signature] Date Approved: 1/4/24

[Signature]
1/8/24

DISTRICT OFFICE USE ONLY

Approved by: _____ Date: _____

* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.

Email

Print

Please print this form and email to mailto:tammy.jump@boone.kyschools.us

Executive Transport Travel Agreement

Executive Charter, Inc.
1810 Monmouth St. Newport KY 41071
859-261-8841
reservations@executivetransportation.org

Account Name: GRAY MIDDLE SCHOOL Acct ID: 4714111

Address: 10400 OLD US HWY 42 UNION, KY 41091

Client Contact: RONNIE BURKE Phone#: 6064714111

Pickup_Time	Passenger	Confirmation
4714111		
2/17/2024 6:15:00AM	GRAY MIDDLE SCHOOL	2939044
MOTOR COACH 55	FROM: GRAY MIDDLE SCHOOL: 10400 OLD US HWY 42, UNION, KY 41091	Fare \$8,915.00
	TO: OVERLAND PARK, KS	Tips \$150.00
		TotalFare \$7,065.00
TRIP REMARKS: 1ST OF A 3 DAY TRIP RETURNING TO GRAY MIDDLE SCHOOL ON 2/19/24 \$7,065 PLUS THE DRIVERS ROOM AND ANY PARKING FEES		Invoice Total: \$7,065.00

DEPOSIT: A \$100 deposit per motorcoach is required to reserve service.

PAYMENT OF BALANCE: To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If the balance is not paid in full 30 days prior, trips can be cancelled without notice to fulfill company needs.

CANCELLATION: We have a 2 week cancellation policy. Cancellation less than two (2) weeks prior to service will result in forfeiture of all monies paid.

ADDITIONAL CHARGES: You will be responsible for any tolls, city fees and applicable parking for the bus.

AMENITIES such as wi-fi, PA system, electrical outlets, DVD players and TV monitors are provided at no charge. Therefore no refund will be issued for the failure of such amenities.

DRIVER ACCOMMODATIONS: You are responsible for a hotel room for the driver. This includes booking and payment of the room.

PAYMENTS: We accept credit card, check or EFT. Please make checks payable to: Executive Charter, Inc.

CREDIT CARD PROCESSING FEE: A processing fee of 3% will be added to all credit card payments.

PAST DUE AMOUNTS: A Finance Charge of 2% Per Month, 24% Annual Percentage Rate will be charge on all past due accounts. **PRICE VARIATIONS:** The price quoted above is from terminal to terminal and is based upon the information originally given. Any changes may affect the original price quote. A revised quote will be given at the time of change.

DAMAGE AND CLEAN UP FEES: If extraordinary clean up is required there will be an additional charge of \$250. You will be liable for any damage caused by the passengers of the bus.

LIMITATIONS ON DRIVE TIMES: Please NOTE the following:

The bus will not be driven between 1:00 am and 5:00am. Please adjust your itinerary to accommodate this.

The D.O.T. only allows a driver to be on duty for 15 consecutive hours and to drive for 10 hours of the 15 hours before an 8 hour break is required.

It is important to communicate with us prior to your trip regarding any itinerary that may exceed these requirements so accommodations for a second driver can be made. A second driver will increase the cost of your charter.

ITINERARY: A specific itinerary is required 2 weeks before the service, listing all locations and expected times for the driver(s).

NOTES: Please check the information above regarding your trip. Please contact us with any changes, corrections, or additions to your itinerary. Our staff is anxious to help you.

Please sign and return with your deposit to ensure your coach reservation.

Signature _____ Date _____