

School-Related Student Trip/Vehicle Request Form

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL Gallatin Co. Middle FACULTY MEMBER(S) SPONSORING TRIP Kelly Hereford
☐ Classroom Field Trip ☐ Class Trip, specify _____
☒ Organization/Club Trip, specify KUNA ☐ Other (athletic, band, if applicable)
 Destination Crowne Plaza Hotel Address _____ Phone _____
☐ Out of State ☐ Out of County ☐ Within County
☒ Overnight; give name, address, phone of lodging Crowne Plaza Hotel
830 Phillips Ln. Louisville KY 40209 502-367-2251
 Date of Request 3/18/19 Date of Trip 3/24-3/26/2019 Person Requesting Kelly Hereford
 Departure Time 11:00am Return Time 2:00pm Number of Riders 10 Number of Chaperones 1

ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP

Faculty Sponsor Kelly Hereford
 (Certified Person Responsible for Student)

Principal Jennifer Biddle SBDM Chair Brenda Bowling

Charged to/Source of Funding _____ Have all chaperones been approved? ☒ Yes ☐ No

Meals Required: ☐ Sack Lunch ☐ Fast Food ☐ Other none

List Special Equipment To Be Transported—Items Which Cannot Be Held In Lap.

Number Of Buses Requested _____ Regular Bus _____ Special Needs Bus _____ Van 2

Ratio of Students to Adults

High School	20 to 1
Middle School	10 to 1
Elementary	5 to 1

*For daily trips, a simple way to estimate cost is \$1/mile and \$20/hour, per bus.

This section to be completed by Transportation/Central Office.**Trip Calculation**

Bus _____ X \$1.00 = \$ _____ Mileage Bill to: _____
 Total Miles _____

Avg. OT Rate = \$ _____ X _____ = \$ _____ Driver Rate
 \$ _____ Total

of Buses Approved: _____ Approval of Transportation Director: _____ Date _____

Acceptance by Driver: _____ Date _____

For overnight and/or out-of-state trips, approval of the Superintendent and Board is required.

Superintendent

Date

Board Chairperson

Date

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.23

Review/Revised:6/22/09

KUNA Conference March 24-26, 2019
Crowne Plaza Hotel
Louisville, KY

Chaperone/Advisor – Kelly Hereford

Students:

Parker Keyes

Makenzie Bussell

Jordan Cain

Heidi Lopez

Madison Scudder

Carly Towles

Jada Towles

Olivia Oechsner

Claire Epifanio

Mylee Bledsoe