

# FIELD TRIP REQUEST FORM

Name of School: Yealey

Date of Field Trip: 4/5/2021

Days of School Missed: 3

Location of Field Trip: Townsend, TN (GSMIT)

Grade Level and Number of Students Attending: 5 76

Number of Chaperones Attending: 16

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):

Students will travel to the Great Smoky Mountains Institute at Tremont for 3 days of experiential learning  
in the outdoor classroom. Curriculum covered includes science, social studies, math, language arts, music,  
as well as environmental topics, teamwork, and social emotional strategies.

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: Erica R Ashcraft Digitally signed by Erica R Ashcraft  
Date: 2020.05.14 14:00:11 -04'00'

Principal Signature: Renee Turner Date Approved: \_\_\_\_\_

DISTRICT OFFICE USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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

Print

Reset

Please print this form and fax to the Superintendent's Office 282-3312

# Trip Quote and Confirmation



Trip #: 52204  
Trip Date: 05-Apr-2021  
Group: Boone County - Smoky Mountains

**BOONE COUNTY SCHOOLS**

8330 US 42  
FLORENCE, KY 41042  
Contact: Erica Ashcraft  
Contact Phone: 859-282-3333  
Email: Erica.ashcraft@boone.kyschools.us

Booked Date: 25-Mar-2020

Total Vehicles: 2

Sales Person: Anissa Withers

**MC - 56 Pax**

2 x \$3,200.00 = \$6,400.00

Spot Time	05-Apr-2021 5:30 AM	AM Yealey Elementary	10 Yealey Dr Florence, KY 41042
Pick Up	05-Apr-2021 6:00 AM	AM Yealey Elementary	10 Yealey Dr Florence, KY 41042
Drop Off	05-Apr-2021 8:30 AM	Welcome Center I 75-East Ridge, TN	100 I-75 East Ridge, TN 37412
Drop Off	05-Apr-2021 11:30 AM	Great Smoky Mountains Institute-Townsend, TN	9275 Tremont Rd Townsend, TN 37782
Pick Up	07-Apr-2021 1:00 PM	Great Smoky Mountains Institute-Townsend, TN	9275 Tremont Rd Townsend, TN 37782
Drop Off	07-Apr-2021 3:00 PM	Welcome Center I 75-East Ridge, TN	100 I-75 East Ridge, TN 37412
Drop Off	07-Apr-2021 6:30 PM	AM Yealey Elementary	10 Yealey Dr Florence, KY 41042

Notes to ClientExtra Costs

drivers rooms are the customer's responsibility while in Tennessee and any bus parking fees - please make sure bus can overnight park where driver stays - local use is included in pricing - No security deposit required - PO required to confirm order or payment in full before service is completed.

**Total: \$6,400.00**

Balance is due on 22-Mar-2021

Please call us and pay by credit card to secure your trip today!

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Mountains

Alternatively, checks should be made payable to Queen City Transportation and should be sent to 211 Township Avenue Cincinnati, OH 45216

# Trip Quote and Confirmation



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Quotes are based on information given at the time of booking. Additional charges may be incurred upon receipt of your final itinerary or if you have exceeded the hours or mileage estimated after your charter returns. Changes in itineraries should be reported to us as soon as possible. Client is responsible for all parking, toll fees, and permits unless indicated in the quote. **Quote is valid for 7 business days.**

Where specific service agreements are in effect between the client and provider, the service agreement will supersede these general terms and conditions.

**The deposit must be received within 5 business days of booking.** The balance is due 15 days prior to the trip. Charter is subject to cancellation if payment in full is not received 15 days before trip.

Cancellations 30 days prior to departure will receive a refund of payments. Any cancellations made within 30 days of departure will be subject to cancellation fees and trips cancelled within 24 hours of departure will be liable for the total cost of the trip. In the event of inclement weather, clients may reschedule the trip within 12 weeks without any additional charges. Rescheduled trips are subject to availability. If we are unable to reach an agreement on a new date, you will receive 50% refund. In the event of extreme weather conditions, the final decision to execute a trip will be made by our Safety Team. In the event that the Safety Team deems travel unsafe, all efforts will be made to reschedule your trip at an agreed upon date. If that is not possible, we will refund payment.

Customer is responsible for parking, entrances fees, and driver accommodations on overnight trips. These costs are not included in your quoted costs.

Any damages to coaches interior are the responsibility of the client. If damages occur, client will be charged the estimated repair costs.

Driver Assignments cannot always be guaranteed.

\_\_\_\_\_  
Client Initials

## Charter Passenger Policy – Motor Coach

### Purpose

This policy provides guidance to the Client regarding all charter transportation passengers, including but not limited to, employees, staff, and customers of the Client who ride the charter buses provided by the Carrier.

### Scope

This policy prohibits the following acts on any Carrier vehicle which is used as part of the services Carrier provides to Client under the above Quote and Confirmation:

- Smoking tobacco or any other substance, or carrying a lighted or smoldering substance in any form.
- With the exception of peace officers, carrying aboard any weapon.

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- Carrying aboard any flammable or explosive substance except for matches and cigarette lighters. For example, cooking stoves, propane tanks and other fuels are prohibited, unless prior approval has been agreed. Carrying aboard any package or article of a size which will block any aisle, emergency exit, or stairway of the vehicle.
- Carrying aboard any animal not housed in an enclosed carrying container. Such container cannot block or hinder travel in the aisle, emergency exit, or stairway. Service animals are allowed.
- Carrying aboard a stroller unless such item is folded and unoccupied. Strollers must remain folded while aboard the vehicle and must not block or obstruct an aisle, emergency exit, or stairway.
- Playing radios or other audio devices or musical instruments aboard unless the only sound produced by such item is emitted by a personal listening attachment (earphone) audible only to the person carrying the device producing the sound. An exception exists for peace officers, security guards, and for Carrier officials while performing their official duties.
- Littering, discarding, or depositing any trash, debris, or offensive substances in non-appropriate places.
- Only preapproved and agreed upon beverages will be allowed. Glass bottles are not allowed under any circumstances.
- Spitting, urinating, or defecating in any part of the vehicle other than the restroom.
- Damaging, writing upon, or otherwise defacing or altering property.
- Fighting or engaging in any violent, tumultuous, or threatening behavior.
- Making excessive and unnecessary noise, or using profanity.
- Obstructing the free movement of passengers.
- Interfering with the safe operation or movement of a Carrier vehicle or operator.
- Standing or otherwise occupying any space in front of the line marked on the forward end of the floor of the vehicle or otherwise conducting himself in such a manner as to obstruct the vision of the vehicle operator while the vehicle is in motion.
- Impeding the opening of, or interfering or tampering with, or otherwise obstructing the operation or use of, any window, door, or other emergency exit.
- Standing in the way of direction or impeding the vehicle from moving.

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- Posting or removing any notice or advertisement unless authorized by a Carrier official.
- Throwing any stone, wood, snow or other substance at, into, or from any Carrier vehicle.
- Gambling or soliciting others to engage in gambling.
- Engaging in any activity prohibited by State, County, or Municipal law.
- Entering or exiting a Carrier vehicle through the rear exit door unless directed by a Carrier official or in the event of an emergency.
- Climbing through a window or extending an arm, leg or head out the window of any Carrier vehicle.
- Hanging onto or attaching oneself to any exterior part of a Carrier vehicle while the vehicle is resting or in motion.
- Running or engaging in any horseplay.
- Refusing to leave any Carrier vehicle after having been ordered to do so by the operator of the vehicle, a security guard, peace officer, or Carrier official or supervisor.
- All amenity requests will be fulfilled to the best of our ability, but are not guaranteed. DVD, Satellite TV, outlets, PA system, and Wi-Fi are provided as complimentary services as available per coach. No refunds will be given for any malfunctions or disruptions of complimentary services during your trip.
- Outlets: please limit number of large items plugged into the outlets at the same time as the system can overload
- Wi-Fi: due to limited bandwidth, our Wi-Fi does not support streaming music or video or downloading large files. Attempting these will cause the system to shut down, and there will be no access for the remainder of the trip. Wise is not responsible for any websites or material that is accessed by members of the client's group.
- DVD: Movies are to be "G" rated only. Drivers will not supply movies for passenger viewing.

## Compliance

If a Carrier operator encounters any individual(s) violating this policy on a Carrier vehicle, the operator will ask the individual(s) to stop the activity or leave the premises. If the individual(s) persist in their conduct, the Carrier will notify a peace officer who will take the appropriate action. Compliance with this policy is required of each passenger. Failure to comply with this policy may result in immediate removal of offending passengers and/or termination of charter transportation and forfeit of all collected payments as well as future trips.

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Client Initials

# Trip Quote and Confirmation



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Trip Date: 05-Apr-2021  
Group: Boone County - Smoky Mountains

## TERMS AND CONDITIONS

**SERVICE:** Performance of the Services detailed in this Agreement is contingent upon the Carrier's ability to furnish the vehicle and perform the Services. Carrier reserves the right to lease the vehicle from other carriers or subcontract services in order to fulfill this Agreement. Carrier will follow the written itinerary, however, exact departure and arrival times are not guaranteed. Carrier will abide by federal, state, and local regulations as applicable. Customer shall bear all out-of-pocket expenses including parking expenses, tolls and park entrance fees at the time of Service.

**RISK OF LOSS:** Carrier is not responsible for the loss, damage, or theft of personal property. Carrier is not responsible for the personal injury of Customers or third parties caused by the negligent or intentional acts of the Customer, passengers or third parties.

**PASSENGER CONDUCT:** At any time during the charter trip the Carrier, or the driver as the Carrier's representative, reserves the right to refuse to transport any person or persons that Carrier or its representative believes to be in violation of the Charter Passenger Policy attached hereto as Exhibit A. Compliance with the policy set forth in Exhibit A is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges. Carrier is not responsible for any passengers who have not boarded the vehicle at the time of departure. Customer must provide their own supervision if required. The Carrier is not responsible for the Customer's failure to provide supervision. Any activity that interferes with the safe operation of the vehicle shall be discontinued immediately. Use of any external signage or decoration requires prior Carrier approval and may be subject to applicable law.

**REPAIRS OR DAMAGE:** The Customer is liable for all damage to the vehicle interior and exterior caused by any of the passengers or incurred during the charter trip, unless the result of driver's negligence. A refundable cleaning fee may be charged for any cleaning services beyond what is usual and customary. Customer shall be responsible for replacement costs of any items that cannot be satisfactorily cleaned or repaired.

**INSURANCE:** Carrier shall maintain insurance for General and Auto Liability coverage and for Workers' Compensation coverage. General and Auto Liability insurance shall be maintained to protect Carrier from any claims from damages for personal injury or death, and from damage to property, which may arise from operations of Carrier under this Agreement. The General Liability and Automobile Liability insurance shall each have a single limit of One Million Dollars (\$1,000,000.00). Worker's Compensation Insurance shall be maintained by Customer as required by law to protect the Carrier from claims that arise from its operation under this Agreement.

**HOLD HARMLESS:** The Customer agrees to defend, hold harmless and indemnify the Carrier from any and all claims which may be made by reason of any injury to person or damage to property unless such claim results from the negligent act or omission or willful misconduct of the Carrier, its agents, employees, representatives, officers and directors. Customer, at its own expense and risk, shall defend any legal proceeding in connection with this Agreement that may be brought against the Carrier, its officers, agents, or employees on any such claim or demand, and satisfy any judgment that may be rendered against the Carrier. In the event that any such proceeding is brought against the Carrier, its officers, agents, or employees, Carrier shall have the right to select and employ counsel to defend such persons and entities and shall have the right to settle any claims when the Carrier, in its sole discretion, deems such a settlement advisable. The Customer, its agents, employees, representatives, officers and directors shall cooperate in all reasonable manners in the defense of such claims.

**FORCE MAJEURE:** Carrier shall be excused from performance hereunder during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, earthquake, war, riot, civil disturbance, terrorism, epidemic, quarantine, strike, lockout, labor dispute, oil or fuel shortage, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of the vehicle, materials, products, plants, or facilities by the Government, unexpected vehicle breakdowns or any other occurrence which is beyond the control of the Carrier. Additionally, the Carrier shall not be responsible for any damages which result from any cancellation or delay. In the event of a vehicle breakdown, all efforts will be made to supply a replacement vehicle. If a replacement vehicle is sent and/or Customer refuses a replacement vehicle, no refund is due. If no replacement vehicle is available, refund shall be limited to the amount paid by Customer.

**AS IS WARRANTY:** The vehicle and Services included or otherwise made available to the Customer are provided on an "As Is" and "As Available" basis. Carrier makes no representations or warranties of any kind, express or implied, as to the operation of vehicle and accessories.

**LIMITATION OF LIABILITY:** To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the Carrier and the Carrier's officers, directors, employees, representatives, agents, and any of them, to the Customer and anyone claiming by, through or under the Customer, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Agreement from any cause or causes, including but not limited to the negligence, errors or omissions, strict liability, breach of contract or warranty, express or implied, of the Carrier and the Carrier's officers, directors, employees, agents, and any of them, shall not exceed the total compensation received by the Carrier under this Agreement. In no event shall either party be liable for consequential, special, indirect, incidental, punitive or exemplary damages.

**DISPUTE RESOLUTION:** The parties agree to submit any dispute to binding arbitration under the Commercial Rules of the American Arbitration Association. Such arbitration will be held as promptly as possible in DuPage County, Illinois and will be conducted before a panel of three (3)

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members. The Carrier and the Customer shall each select one arbitrator, and the third arbitrator shall be selected by agreement of the other two arbitrators so chosen. The decision of a majority of the arbitration panel will be binding on the parties and may be submitted for enforcement to any court of competent jurisdiction. The respective costs and expenses associated with the arbitration shall be borne by each party separately.

**GOVERNING LAW/ENTIRE AGREEMENT:** This Agreement and all of the rights and obligations of the parties hereto shall be construed, interpreted and applied in accordance with the laws of the State of Illinois. This document represents the entire Agreement between the parties. No changes or modifications shall be made to these Terms and Conditions. In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.

**HEADINGS:** Headings herein are for convenience only and have no effect in limiting or extending the language of the provisions to which they refer.

**AUTHORIZED CONTACTS:** The Customer identifies the following person(s) as additional authorized contacts as it relates to the itinerary and Services.

Customer Contact Name	Title/Position	Phone	Mobile
Customer Contact Name	Title/Position	Phone	Mobile
Customer Contact Name	Title/Position	Phone	Mobile

Customer's authorized signature below demonstrates full acceptance and acknowledgement of this Agreement.

Authorized Signature	Print Name/Title	Date Signed
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## Thank You for Your Business



# School Group Agreement

## Great Smoky Mountains Institute at Tremont

9275 Tremont Rd, Townsend, TN 37882

Phone: 865-448-6709, Fax 865-448-9250

www.gsmit.org mail@gsmit.org

Tremont  
Contract

Principal

+  
Board  
approval

Customer # 10274

School:

A.M. Yealey Elementary

10 Yealey Dr

Florence, KY 41042

Lead Teacher:

Erica Ashcraft

Please fill in your home contact information

Address: 10 Yealey Way  
Florence KY 41042

Cell or home phone: 859-344-0186

Home email: ERICA.ASHCRAFT@  
BOONE.KY.SCHOOLS.US

Arrival Date 4/5/2021 Arrival Time 11 am Suggested arrival time is 10:30 – 11:30 am Eastern Time

Departure Date 4/7/2021 Departure Time 1 pm Suggested departure time is noon - 1:30 pm

Number of students: 76 Number of Adults: 16

Groups with 12 students or less must pay for 100% teaching. We reserve the right to cancel groups who fall below 12 total people, including adults, and retain the deposit.

**Teaching Model: 3 day Cooperative teaching - Group Students 5th grade**

**Program Cost:** \$208.00 per person, including up to 1 teacher/chaperone per 8 students

\$339.00 extra adult (above 1 teacher/chaperone per 8 students)

Please submit the deposit amount of **\$1,913.60** no later than **3/10/2020**.

**Terms of Agreement:** This signed agreement should be returned within 30 days. Groups have the opportunity to finalize their guaranteed minimum number by **1/5/2021**. If they do not, they will be responsible for a minimum payment of 90% of the total number of participants indicated in this agreement.

**Cancellation Policy:** A group who cancels will lose their deposit or be billed 10% of their scheduled number of participants, whichever is higher. Cancellations made *after 60 days* prior to the scheduled date will be billed for 50% of their scheduled total number of participants.

**We agree to the terms as stated**

Agreed by Tremont:

John C. [Signature] on 2/4/2020

Agreed by lead teacher:

Erica R Ashcraft on 2/11/2020

Agreed by principal:

\_\_\_\_\_ on \_\_\_\_\_

# School Group Agreement

**Great Smoky Mountains Institute at Tremont**  
9275 Tremont Rd, Townsend, TN 37882  
Phone: 865-448-6709, Fax 865-448-9250  
www.gsmit.org mail@gsmit.org



Customer # 10274

School:

A.M. Yealey Elementary

10 Yealey Dr

Florence, KY 41042

Lead Teacher:

Erica Ashcraft

Please fill in your home contact information

Address: 10 Yealey Way

Florence KY 41042

Cell or home phone: (859) 282-3333

Home email: erica.ashcraft@boone.kyschools.us

Arrival Date 4/5/2021 Arrival Time 11am Suggested arrival time is 10:30 – 11:30 am Eastern Time

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**We agree to the terms as stated**

Agreed by Tremont: [Signature] on 2/4/2020

Agreed by lead teacher: Erica R Ashcraft on 5-12-20

Agreed by principal: \_\_\_\_\_ on \_\_\_\_\_