

STUDENTS

09.36 AP.21

**School-Related Student Trip/Vehicle Request Form**

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL Gallatin Co. High FACULTY MEMBER(S) SPONSORING TRIP Mrs. Alexander
☐ Classroom Field Trip     ☒ Class Trip, specify Freshman Class  
☐ Organization/Club Trip, specify \_\_\_\_\_ ☐ Other (athletic, band, if applicable)
Destination Northern KY Ice Center Address 2638 Anderson Rd. Phone 859-344-1981
☐ Out of State     ☒ Out of County     ☐ Within County

☐ Overnight; give name, address, phone of lodging \_\_\_\_\_
Date of Request 12/13/21 Date of Trip 1/7/22 Person Requesting Amber AlexanderDeparture Time 8:30 am Return Time 1:45 pm Number of Riders 75 Number of Chaperones 4**ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP**Faculty Sponsor Amber Alexander  
(Certified Person Responsible for Student)Principal Angela Lewis SBDM Chair Amy HenageCharged to/Source of Funding Freshman Class Have all chaperones been approved? ☒ Yes ☐ NoMeals Required: ☒ Sack Lunch     ☒ Fast Food     ☐ Other \_\_\_\_\_

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

Number Of Buses Requested 2 Regular Bus \_\_\_\_\_ Special Needs Bus \_\_\_\_\_ Van \_\_\_\_\_**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

 \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_ Driver Rate  
 Avg. OT 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