

STUDENTS

09.36 AP.21

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

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL GCHS FACULTY MEMBER(S) SPONSORING TRIP Becky Watkins/Rachey Riden  
☐ Classroom Field Trip ☐ Class Trip, specify \_\_\_\_\_  
☒ Organization/Club Trip, specify Senior Class Trip ☐ Other (athletic, band, if applicable)  
Destination Indianapolis, IN Address \_\_\_\_\_ Phone \_\_\_\_\_  
☒ Out of State ☐ Out of County ☐ Within County  
☐ Overnight; give name, address, phone of lodging \_\_\_\_\_

Date of Request 1/11/22 Date of Trip May 5-6 Person Requesting Rachey Riden/Becky Watkins  
Departure Time TBD Return Time TBD Number of Riders TBD Number of Chaperones TBD

**ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP**

Faculty Sponsor \_\_\_\_\_  
(Certified Person Responsible for Student)  
Principal Angela Lewis 1/14/2022 SBDM Chair Angela Lewis  
Charged to/Source of Funding \_\_\_\_\_ Have all chaperones been approved? ☐ Yes ☐ No  
Meals Required: ☐ Sack Lunch ☐ Fast Food ☐ Other \_\_\_\_\_  
List Special Equipment To Be Transported—Items Which Cannot Be Held In Lap.

Number Of Buses Requested \_\_\_\_\_ 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

\* This is a change in location \*