

Outside Group Trip Request

Please read the instructions before completing this form. If you have any questions, see the Transportation Department contact list at the bottom of the instruction form.

Organization Name Florence Baptist Church 1/26/22 Date of Request 1/26/22
8/10/17
Organization Address 642 Mt. Zion Rd. Florence, Kentucky 41042
Organization Phone Number 859-371-7141
Contact Name Donna Knott Contact Cell Phone 859-801-1073
Destination Name Defy in Florence Date of Trip March 4, 2022
Destination Phone # 859-212-9413
Destination Address 4999 Houston Rd. Florence, Ky. 41042
Destination Instructions Pick up at Church, drop off at Defy
Loading Location Florence Baptist Church
Loading Time 8:30 pm Departure Time 8:45 pm
Loading Time at Event _____ Departure Time from Event _____
Return Time _____
Number of Passengers Appx 200 Number of Buses requested 4
Additional Comments We only need the buses for one way. (Parents picking up)
PO Number _____

For Transportation Use Only

Trip Approved by _____ Superintendent's Office
Date Received _____ Trip Number _____
Internal Approval _____
Date Estimate Sent _____ Fax Email Date Assigned _____
Date Billed _____

Submit

Print

Reset

FIELD TRIP ESTIMATE WORKSHEET

Outside Groups

- Fill in all of the blue boxes.
- Round the Trip Time to the nearest 15 minutes.
- Trip Time must be entered as fraction of the hour for this page only (15 minutes = .25, 30 minutes = .50, 45 minutes = .75).
- Use google maps to determine estimated round trip mileage.
- Administrative Time includes time for the driver to pre-trip the bus.
- Additional time will be billed if the interior of the bus/buses require cleaning after the trip.
- A different route may be taken as we will be ensuring the route is accessible for a school bus.
- Estimate will always start with Administrative Time figured in.

A formal estimate will be sent to you approximately 2 weeks prior to the field trip. If you need any assistance,

Please contact Nick Greer ext. 25211 or call 859-384-5340.

Hourly Rate	\$ 40.00
Mileage Rate	\$ 4.10
Administrative Time	0.75
Trip Hours	1
Round Trip Mileage	22.4 (4 x 5.6 miles)

Estimated Cost

Time Charge	\$ 30.00
Mileage Fee	\$ 0.00
Per Bus Cost	\$ 30.00
# of Buses Requires	4
Total Estimated Cost	\$ 0.00

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~~8/10/17~~
Organization Address 642 Mt. Zion Road Florence, Ky 41042
Organization Phone Number 859-371-7141
Contact Name Donna Knott Contact Cell Phone 859-801-1073
Destination Name Redwood Date of Trip March 5th
Destination Phone # 859-331-0880
Destination Address 71 Orphanage Rd. Ft. Mitchell, Ky 41017
Destination Instructions pick up at church, drop off at Redwood. Pick up at Redwood, drop off at church
Loading Location 642 Mt. Zion Road, Florence, Ky. 41042
Loading Time 12:30 pm Departure Time 12:45 pm
Loading Time at Event 3:00 pm Departure Time from Event 3:15 pm
Return Time 3:30 pm
Number of Passengers 40 Number of Buses requested 1
Additional Comments _____
PO Number _____

For Transportation Use Only

Trip Approved by _____ Superintendent's Office
Date Received _____ Trip Number _____
Internal Approval _____
Date Estimate Sent _____ Fax Email Date Assigned _____
Date Billed _____

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Hourly Rate	\$ 40.00
Mileage Rate	\$ 4.10
Administrative Time	0.75
Trip Hours	3.75
Round Trip Mileage	20miles

Estimated Cost

Time Charge	\$ 30.00
Mileage Fee	\$ 0.00
Per Bus Cost	\$ 30.00
# of Buses Requires	1
Total Estimated Cost	\$ 0.00

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8/10/17
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Organization Phone Number 859-371-7141
Contact Name Donna Knott Contact Cell Phone 859-801-1073
Destination Name Master Provisions Date of Trip March 5th
Destination Phone # 859-474-0467
Destination Address 7725 Foundation Dr. Florence, Ky. 41042
Destination Instructions P/U at church, drop off at MP/ P/U at MP drop off at church
Loading Location Florence Baptist Church
Loading Time 12:30 pm Departure Time 12:45 pm
Loading Time at Event 3:00pm Departure Time from Event 3:15 pm
Return Time 3:30 pm
Number of Passengers 40 Number of Buses requested 1
Additional Comments _____
PO Number _____

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Estimated Cost

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# of Buses Requires	1
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