

STUDENTS

What's the trip for
Linda's signature

Board
approved
09.36 AP.21 needed

School-Related Student Trip/Vehicle Request Form

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL Gallatin Co HS FACULTY MEMBER(S) SPONSORING TRIP Vance Sullivan

☐ Classroom Field Trip ☐ Class Trip, specify _____
☐ Organization/Club Trip, specify _____ ☒ Other (athletic, band, if applicable)

Destination Transylvania University Address 300 N Broadway, Lexington Phone 959 233 9300
KY 40508

☐ Out of State ☐ Out of County ☐ Within County

☒ Overnight; give name, address, phone of lodging Transylvania University DORM
Room (see address above)

Date of Request 3/30/22 Date of Trip 6/5/22 Person Requesting Vance Sullivan

Departure Time 8:00 Return Time Var Number of Riders 20 Number of Chaperones 3/4
AM

ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP

Faculty Sponsor Vance Sullivan
(Certified Person Responsible for Student)

Principal Angela Lewis SBDM Chair Angela Lewis

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

Meals Required: ☐ Sack Lunch ☐ Fast Food ☒ Other Provided by Transy Cafeteria

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

_____ 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

The boys' basketball team would like to request permission to attend Transylvania University's basketball camp this summer from June 5th-June 8th, 2022. The team will be travelling together using school transportation to and from the camp and will be staying in the dorms on campus while there.

Vance Sullivan

Head Coach