

FIELD TRIP REQUEST FORM

Name of School: Larry A. Ryle High School

Date of Field Trip: 10/14/2022 to 10/15/22

Days of School Missed: 0

Location of Field Trip: McCracken County High School

Grade Level and Number of Students Attending: 9th - 12th 15

Number of Chaperones Attending: 3

What form of transportation will be used?* Be Specific. Common Carrier 

Have field trip rules been explained to the students and chaperones?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Are there students being denied the right to attend due to finances?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Does this trip comply with Title IX equity issues?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Brief Description (Be specific regarding educational purpose):

The varsity volleyball team is going to play in a tri-match at McCracken County High School

on Saturday, October 15th. We will be staying at the Drury Inn on Friday, October 14th.

Please check the appropriate box:

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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.

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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.

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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: 

Principal Signature:  Date Approved: 8/8/22

DISTRICT OFFICE USE ONLY

Approved by: _____ Date: _____

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

Email

Print

Reset

Executive Charter, Inc.
1810 Monmouth St. Newport KY 41071
859-261-8841
reservations@executivetransportation.org

Account Name: RYLE HIGH SCHOOL / LOVINS Acct ID: 3915975

Address: 10379 US-42 UNION, KY 41091

Client Contact: TASHA LOVINS Phone#: 8593915975

Pickup_Time	Passenger	Confirmation
3915975		
10/14/2022 3:15:00PM	RYLE HIGH SCHOOL VOLLEYBALL	2768072
MOTOR COACH 47	FROM: RYLE HIGH SCHOOL, 10379 US-42, UNION 41091	Fare \$2,990.00
	TO: (PADUCAH) DRURY INN/ MCCracken CO HIGH SCHOOL W&R	Tips
		TotalFare \$2,990.00
TRIP REMARKS:	PICK UP AT 3:30PM AT RYLE/ TAKE TO DRURY INN, 3975 HINKLEVILLE RD PADUCAH 42001/ STAY THE NIGHT, TAKE TO MCCracken CO HIGH, 6530 OLD HWY 60 PADUCAH 42001 WHEN DIRECTED TO, W&R TO RYLE HIGH SCHOOL AROUND 12PM CST/ THE DONE.	
		Invoice Total: \$2,990.00

DEPOSIT: A \$100 deposit per motorcoach is required to reserve service.

PAYMENT OF BALANCE: To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If the balance is not paid in full 30 days prior, trips can be cancelled without notice to fulfill company needs.

CANCELLATION: We have a 2 week cancellation policy. Cancellation less than two (2) weeks prior to service will result in forfeiture of all monies paid.

ADDITIONAL CHARGES: You will be responsible for any tolls, city fees and applicable parking for the bus.

AMENITIES such as wi-fi, PA system, electrical outlets, DVD players and TV monitors are provided at no charge. Therefore no refund will be issued for the failure of such amenities.

DRIVER ACCOMMODATIONS: You are responsible for a hotel room for the driver. This includes booking and payment of the room.

PAYMENTS: We accept credit card or check. Please make checks payable to: Executive Charter, Inc.

A Finance Charge of 2% Per Month, 24% Annual Percentage Rate will be charge on all past due accounts.

PRICE VARIATIONS: The price quoted above is from terminal to terminal and is based upon the information originally given. Any changes may affect the original price quote. A revised quote will be given at the time of change.

DAMAGE AND CLEAN UP FEES: If extraordinary clean up is required there will be an additional charge of \$250. You will be liable for any damage caused by the passengers of the bus.

LIMITATIONS ON DRIVE TIMES: Please NOTE the following:

The bus will not be driven between 1:00 am and 5:00am. Please adjust your itinerary to accommodate this.

The D.O.T. only allows a driver to be on duty for 15 consecutive hours and to drive for 10 hours of the 15 hours before an 8 hour break is required.

It is important to communicate with us prior to your trip regarding any itinerary that may exceed these requirements so accommodations for a second driver can be made. A second driver will increase the cost of your charter.

ITINERARY: A specific itinerary is required 2 weeks before the service, listing all locations and expected times for the driver(s).

NOTES: Please check the information above regarding your trip. Please contact us with any changes, corrections, or additions to your itinerary. Our staff is anxious to help you.

Please sign and return with your deposit to ensure your coach reservation.

Signature

Date

8/15/22