

COMPLETE ALL INFORMATION AND RETURN TO TRANSPORTATION

STUDENTS

BEECHWOOD INDEPENDENT SCHOOLS

09.36 AP.21

TRANSPORTATION/FIELD TRIP REQUEST FORM

TODAY'S DATE 10/18/22

☐ Elementary

☒ High School

☐ Guardian Angel

Faculty/Staff/Coach/Sponsor(s) Tricia Sturgeon

Date(s) of Trip Oct. 28-29

Departure Time 4:00pm

Return Time 2:30pm

**If Peanut/Tree Nut Allergy Safety Alert is checked on the School-Related Trip Permission Slip and Medical Release Form (09.36 AP.211) then faculty/staff member(s) sponsoring this trip are responsible to ensure buses/mode of transportation comply with procedure related to foods on trip.*

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip, Specify Class _____

☐ Class Trip (i.e. Junior, Senior), Specify _____

☐ Organization/Club Trip, Specify _____

☒ Other (athletic, band, if applicable), Specify Cross Country State Meet

**DESTINATION Bourbon County Park Miles (one way) to destination: 83

City/State Paris, KY

☒ Overnight: Give name of lodging and address Hampton Inn 1025 Early Dr.
Winchester, KY 40391

TRANSPORTATION

1 Number of Buses needed (1 driver per bus unless otherwise indicated) or ☐ Suburban ☐ Van

See 09.36 AP.212

**Does trip exceed 100 miles? ☒ Yes ☐ No If Yes, trip requires Board of Education approval.

THIS SECTION COMPLETED BY TRANSPORTATION DEPARTMENT

Bus Available ☒ Yes ☐ No

Suburban Available ☐ Yes ☐ No

Van Available ☐ Yes ☐ No

Bus # _____ has been reserved.

Transportation Supervisor [Signature]

Signature

10-18-22
Date

☐ Use of Common Carrier in Lieu of School Bus

Procedure 09.36

(Complete Use of Common Carrier form, requires Board of Education approval)

☐ Private Vehicle, if allowed by policy. Specify Driver(s) _____

Purpose/Educational Value Cross country state meet

Number of days absent from school 0

Number of: Students Going on Trip 18

Faculty/Staff 3

Other Chaperones 0

ARE ALL CHAPERONES ON THE VOLUNTEER LIST? ☒ YES ☐ NO

IF NO, THEY WILL NEED TO COMPLETE THE YOUTH LEADER FORM AND BE APPROVED PRIOR TO CHAPERONING.

SUPERVISION – Attach a list of names of adults accompanying students on trip.

Trip Approved

☒ Yes ☐ No

Principal [Signature]

Signature

10/18/22
Date

Trip Approved

☒ Yes ☐ No

Superintendent/Designee [Signature]

Signature

10/18/22
Date

☒ Yes ☐ No

Board of Education [Signature]

Signature

10/19/22
Date