

STUDENTS

09.36 AP.21

School-Related Student Trip/Vehicle Request FormSUBMIT THIS FORM **TWO** WEEKS PRIOR TO THE TRIP.SCHOOL iLEAD ACADEMYFACULTY MEMBER(S) SPONSORING TRIP JENNA GRAY☐ Classroom Field Trip ☐ Class Trip, specify _____☒ Organization/Club Trip, specify KY HOSA State Leadership Conference☐ Other (athletic, band, if applicable)Destination Crowne Plaza Louisville Airport Address Louisville, KY Phone 502-367-2251☐ Out of State ☐ Out of County ☐ Within County☒ Overnight; give name, address, phone of lodging Crowne Plaza Louisville Airport, Louisville, KYDate of Request 11/22/2022 Date of Trip 3/23-3/25/2023 Person Requesting Jenna GrayDeparture Time 3/23/2023 Return Time 3/25/2023 Number of Riders 13 Gallatin CountyStudents - Total of 39 iLEAD Students Number of Chaperones 2**ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP**Faculty Sponsor Jenna Gray
(Certified Person Responsible for Student)Principal Ms. Jenna Gray SBDM Chair N/ACharged to/Source of Funding Fund Raisers/Student Funded Have all chaperones been approved?
☒ Yes ☐ NoMeals Required: ☐ Sack Lunch ☒ Fast Food ☐ Other _____

List Special Equipment To Be Transported—Items Which Cannot Be Held In Lap.

Number Of Buses Requested 0 Regular Bus _____ Special Needs Bus _____ Van _____

TRANSPORTATION PROVIDED BY CARROLL COUNTY

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:

CLASS	DISTRICT	STUDENT	Club Form
2024	GC	Becker, Myah	X
2025	GC	Dunavent, Sarah	X
2024	GC	Herald, Tayler	X
2024	GC	Herthel, Elizabeth	X
2026	GC	Herthel, Jerri	X
2025	GC	Justo, Sulem	X
2024	GC	Martinez, Kasi	X
2026	GC	Miranda, Carolina	X
2025	GC	Phelps III, Roger	X
2026	GC	Pickett, Josh	X
2025	GC	Puckett, Jocelyn	X
2024	GC	Robinson, Owen	X
2024	GC	Towles, Carly	X