

★ Revised / Date Change ★

STUDENTS

09.36 AP.21

**School-Related Student Trip/Vehicle Request Form**

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL GCHS FACULTY MEMBER(S) SPONSORING TRIP Watkins + Riddle

Classroom Field Trip  Class Trip, specify Senior Class Trip  
 Organization/Club Trip, specify \_\_\_\_\_  Other (athletic, band, if applicable)

Destination NYC Address \_\_\_\_\_ Phone \_\_\_\_\_

Out of State  Out of County  Within County

Overnight; give name, address, phone of lodging TBD

Date of Request 10/11/22 (original) Date of Trip 4/12 - 4/14 Person Requesting Becky Watkins + Rachel Riddle  
2/15/23 - Revision

Departure Time TBD Return Time TBD Number of Riders 15 Number of Chaperones 2

**ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP**

Faculty Sponsor Becky Watkins  
(Certified Person Responsible for Student)

Principal Ange Lewis SBDM Chair \_\_\_\_\_

Charged to/Source of Funding \_\_\_\_\_ Have all chaperones been approved?  Yes  No

Meals Required:  Sack Lunch  Fast Food  Other \_\_\_\_\_

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

Number Of Buses Requested \_\_\_\_\_ Regular Bus \_\_\_\_\_ Special Needs Bus \_\_\_\_\_ Van \_\_\_\_\_

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