

School-Related Student Trip/Vehicle Request Form

SUBMIT THIS FORM **TWO** WEEKS PRIOR TO THE TRIP.

SCHOOL iLEAD ACADEMY FACULTY MEMBER(S) SPONSORING TRIP JENNA GRAY

- Classroom Field Trip Class Trip, specify TSA National Competition
- Organization/Club Trip, specify _____
- Other (athletic, band, if applicable)

Destination KY International Convention Ctr. Address Louisville, KY Phone 502-595-4381

- Out of State Out of County Within County

Overnight; give name, address, phone of lodging Galt House Hotel, Louisville, KY 502-589-5200

Date of Request 5/18/2023 Date of Trip 6/28-7/2/2023 Person Requesting Jenna Gray

Departure Time 7:30AM Return Time 4:00 PM Number of Riders 2 Gallatin County

Students - Total of 9 iLEAD Students Number of Chaperones 1 staff and 1 TSA Alum

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/A

Charged to/Source of Funding Fund Raisers/Student Funded 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 0 Regular Bus _____ Special Needs Bus _____ Van _____

TRANSPORTATION PROVIDED BY MILLER TRANSPORTATION – MOTOR COACH

<u>Ratio of Students to Adults</u>	
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
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RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.23

Roger Phelps
Isabella Perry