

STUDENTS BEECHWOOD INDEPENDENT SCHOOLS 09.36 AP.21 **TRANSPORTATION/FIELD TRIP REQUEST FORM**

TODAY'S 6/1/23 Elementary High School Guardian Angel

Faculty/Staff/Coach/Sponsor(s) **Lauren English/ Cassie Adams** Date(s) of Trip **July 27 - July 30**

Departure Time **9:00 AM** Return Time **NONE Required**

***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 Trip (i.e. Junior, Senior), Specify _____
- Organization/Club Trip, Specify Cheer Camp
- Other (athletic, band, if applicable), Specify _____

****DESTINATION:** **University of Kentucky** Miles (one way) to destination: **78 miles**

City/State: Lexington, KY

Overnight: Give name of lodging and address _____

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
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 _____

Number of days absent from school _____ Number of: Students Going on Trip _____ Faculty/Staff _____ Other

Chaperones _____ **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 Date _____

Trip Approved

Yes No Superintendent/Designee _____
Signature Date _____

Yes No Board of Education _____ Signature Date _____