PO #:

School- Related Student Trip Request Form
SUBMIT THIS FORM TWO (2) WEEKS *PRIOR* TO THE TRIP

SCHOOL: Taylorsville Elementary School FACULTY MEMBER SPONSORING TRIP:

☐ Classroom Field Trip ☒ Class Trip (whole grade), specify 4th Grade
☐ Organization/ Club: ☐ other (athletic, band, etc.)

DESTINATION: Old Fort Harrod State Park ADDRESS: 100 South College St. Harrodsburg, KY 40330
☐ Out of State ☒ Out of County ☐ within County ☐ Overnight:

DATE(S) OF TRIP: 10/25/2023 DEPARTURE TIME: 9:00 RETURN TIME: 2:00
PURPOSE/ EDUCATION VALUE: History enrichment - Kentucky's first Permanent Settlement

SOURCE OF FUNDING FOR TRIP: Students #42 Adults #6 Bus #5 Park admission Total cost $9.00 per student

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF INABILITY TO PAY.

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER:

NUMBER OF STUDENTS: 121 FACULTY SPONSORS: 6 OTHER CHAPERONES:
TOTAL NUMBER OF PARTICIPATES: 127

MODE OF TRANSPORTATION:

IS DISTRICT TRANSPORTATION NEEDED? ☐NO ☒YES, SEE PROCEDURE 09.36 AP.21 ☒ BUS ☐ VAN
☐CERTIFIED COMMON CARRIER; SPECIFY:
☐PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S):

SUPERVISION: (Attach a list of names of adults accompanying students on trip).

Have all chaperones undergone the required AOC check and been designated by the principal/designee to supervise students? ☐ YES ☐ NO

Name of Faculty Sponsor — Date: 9/7/23

Trip has been: ☐approved ☐disapproved. Reason:

Signature of Superintendent/Designee — Date

For overnight and/or out-of-state trips, approval of the superintendent and/or Board may be required by policy 09.36.

FIELD TRIP CHARGES: **Bus Limit: 2 persons per seat**
$0.93 per mile
Regular hourly rate for driver; plus overtime if driver's hours exceed 40 per week.
Overnight lodging: Single room.
Drive time starts 15 minutes before departure and 15 minutes after arrival.

Meals provided by sponsor: ☐ YES ☑ NO
Send copy to lunchroom: ☑ YES ☐ NO
Admission to event provided: ☐ YES ☐ NO

Number of Buses Requested: 3

TRANSPORTATION OFFICE USE ONLY:
Drivers: 1. 2. 3.