



OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION

FIELD TRIP BUS REQUEST FORM

8005.01F

Related to: Policy 8005, 4055, 8005AR; 8005.001F

OVERNIGHT ☒

EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: NOMS

Employee(s) In Charge: Ron Adkisson

Group: GATES

Destination: New York

Date(s) of Trip: 05/07/2024 - 5/9/24 Time of Departure: TBD Time of Return: TBD

Approximate Mileage (one way): _____ *

Approximate Number of Students: 5

Number of Chaperones/Adults: 5

TOTAL TRANSPORTED: 10 *

Number of Buses: _____

**(44 Person Maximum for MS/HS) (60 Person Maximum for ELEM)*

**These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)*

Method of Transportation (if not by school bus): Airplane

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

**All tolls are the responsibility of the school or group requesting the trip.*

Trip Required or Optional: _____

If optional, indicate student charges:

Transportation (mileage, driver) \$ 0

Admissions \$ 0

Other \$ 0

Total Charges \$ 0

Number of Instructional Days Lost: 3

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

5 GATES students along with their Teacher, Ron Adkisson, were chosen as winners of the Gilder Contest. They will fly to New York and attend the Broadway show Hamilton!

Requested by: Ron Adkisson

Date: 03/13/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: Allison Steinhilber, Principal

Date: 3/13/24

Approved/Disapproved: [Signature], Level Director

Date: 3/15/24

Approved/Disapproved: _____, Superintendent

Date: _____

**Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.*

**ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.*

*Upon approval, the school will receive an approved form from the Superintendent. **

Adopted

Oldham County Board of Education

September 2, 1980

Revised: February 1, 1985, September 1991, April 29, 1996, June 19, 1998, June 9, 1999, November 23, 1999, April 2, 2001, March 25, 2004, March 22, 2005, July 27, 2005, August 10, 2006, June 28, 2007, March 11, 2008, July 16, 2008, February 4, 2014, July 17, 2015, January 6, 2017, January 18, 2019