

## School Field Trip Packet - Overnight Greater than 100 miles with District Transportation

Organization: **Marion County Public Schools**      Employee: **Derek Howard**

Assigned To: **User - kim.hood**

[Show History](#)

**NOTE: Field trip packets that require Board approval will only be approved at the first regular board meeting each month.**

 **School Professional Leave**

03.125 AP.21

* Employee Name	Derek Howard
* School/Work site	Marion County High School
* Date(s) of leave	12/04/24 - 12/06/24
* Time of departure	08:30 am
* Destination	Crowne Plaza Hotel Louisville Kentucky
* Purpose/Rationale for attending	Kentucky Youth Assembly
* Number of students involved	15

\* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)      Yes

*Number of days (Avg. \$100 a day)*      3

*Substitute code*      KYA Grant/with invoice

\* Registration      No

*Registration cost*

*Registration code*

\* Mileage      No

*Number of miles*

*Number of days*

\* Lodging      No

*Cost per night*

*Number of nights*

*Lodging rate*

\* Meals      No

*Estimated **total** meal cost*

*Meals/Mileage/Parking/Lodging Code*

\* Grand total of expenses      300







This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus" and for no other purpose.

\* Buses needed 1

*\*If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.*

\* Destination Crowne Plaza Hotel, 830 Philips Lane 40209

\* Date(s) of trip 12/04/24 - 12/06/24

\* Group requesting bus MCHS Y Club

\* Purpose of trip Conference

\* Bus pick-up time 01:00 pm

\* Bus return time 02:30 pm

\* When transporting items that cannot be held in lap of students, under storage will be required to store these items. Under storage will not be required

\* Account to be charged KYA Grant/with invoice

[Blank Student List Template](#)

\* Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

KYA bus list-Dec 4-6 2024.xlsx - Bus.pdf [view](#)  
Added 10/25/2024 3:11:00 PM

\* Employee Signature

Signed: **Derek Howard**  
Stamped: Fri Oct 25 2024 16:11:11 GMT-0400 (Eastern Daylight Time); 10/25/2024 3:11:13 PM; 2024-10-25 20:11:13Z; 170.185.150.185; Employee - #951 - Derek Howard  
By typing in your name (your "eSignature"), you accept and consent to be legally bound by this document's statements, terms and conditions as if this document was signed by you in writing with pen on paper. You agree that no third party or other means of verification is necessary to validate your eSignature and that the lack of such third party or other means of verification will not in any way affect the enforceability of this document.

\* Principal Signature

Signed: **Robby Peterson**  
Stamped: Mon Oct 28 2024 13:28:42 GMT-0400 (Eastern Daylight Time); 10/28/2024 12:28:42 PM; 2024-10-28 17:28:42Z; 170.185.150.186; Employee - #371 - JOSEPH PETERSON  
By typing in your name (your "eSignature"), you accept and consent to be legally bound by this document's statements, terms and conditions as if this document was signed by you in writing with pen on paper. You agree that no third party or other means of verification is necessary to validate your eSignature and that the lack of such third party or other means of verification will not in any way affect the enforceability of this document.

\* Direct this field trip packet to



**\* Supervisor Signature**

Not Signed	Read-Only
<p>By typing in your name (your "eSignature"), you accept and consent to be legally bound by this document's statements, terms and conditions as if this document was signed by you in writing with pen on paper. You agree that no third party or other means of verification is necessary to validate your eSignature and that the lack of such third party or other means of verification will not in any way affect the enforceability of this document.</p>	

**\* Field Trip Designee Signature**

Not Signed	Read-Only
<p>By typing in your name (your "eSignature"), you accept and consent to be legally bound by this document's statements, terms and conditions as if this document was signed by you in writing with pen on paper. You agree that no third party or other means of verification is necessary to validate your eSignature and that the lack of such third party or other means of verification will not in any way affect the enforceability of this document.</p>	

**\* Date of Board approval**

**\* Superintendent Signature**

Not Signed	Read-Only
<p>By typing in your name (your "eSignature"), you accept and consent to be legally bound by this document's statements, terms and conditions as if this document was signed by you in writing with pen on paper. You agree that no third party or other means of verification is necessary to validate your eSignature and that the lack of such third party or other means of verification will not in any way affect the enforceability of this document.</p>	

This section is to be completed by the Transportation Director.

**\* Bus number**

**\* Driver**

**\* Driver wage**

**\* Transportation Director Signature/Date**

This section is to be completed by the driver and filed in the Transportation Director's office upon completion of the above trip.

**\* Ending odometer reading**

**\* Beginning odometer reading**

**\* Total miles**

**\* Number transported**

**\* Driver Signature/Date**

**Approve**

**Deny**