# Field Trip Planning Form

This form is to be used when students take any trip off campus for school purposes.			
School: OCKERman middle Grade(s): 10-8 Class/Activity Group/Team: Ski Club			
Teacher/Sponsor/Coach: Cell Phone Number: 859-750-0415			
Person trained with current medication administration training CPR/FA/AED credential Greg Merten			
Destination Venue, Location and State: PORFECT NORTH STORES, Indiana			
Trip Location Contact Person: Katy Kopp Phone Number: 812-537-3754			
# Teachers: 4 # Students: 50 # Chaperones: / Adult/Student Ratio: /D//			
	Date(s) & Times 13135	Cost	Transportation
Departure Date: 10 35 17 35, 131 35			☐ District Bus/Van
Time: 3145 AM(PM)		Funding Source: School	🕱 Charter Bus:
		Activity SKI Club ACCT	- In:
Return Date: 10,10,124 131 30135		Fee to be assessed to students:	Approved Bid – Company Name
Time: 9:30 AM/PM)		s <u>85.</u>	DOther: Pelekmann 1.LC
		Attach Student Activity Cost Form 09.15 AP.23	Attach a copy of Charter Bus Contract.
Meals	At school prior to departure	Student Packed  Location where packed lunches will be School Cafeteria Packed  Consumed:	
	no meals nached	School Cafeteria Packed  consu	imea:
	Student Purchase Restaurant  (Name and location of each stop)	Name & Location:  Name & Location:	
		<u> </u>	
Over Night	Date:	Lodging:	
	Date:	Lodging:	
Trip Purpose and Core Content/learning targets: Ski Club.			
Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other:			
If any medication is listed on the parent permission form, someone must be identified and trained to administer			
medications. Consult with the school nurse to see who is permitted to give routine and/or emergency medications in			
the state(s) where the trip is planned. This form may not be submitted to Central Office for Board consideration until you have listed who will be administering all medications and the nurse has ensured that they are trained and authorized.			
Name of trained administrator(s) of routine and emergency medications: Greater  School Nurse Initials: for verification that medications administrator listed above received training.			
Due Date: 12/1/24 to turn in Roster and completed Parent Permission Slips for nurse's final review.			
The following items have been completed or are in process. (Teacher/Sponsor/Coach must initial below)			
N/A I have viewed the field trip video for teachers/sponsors/coaches found on the district website			
I have attached an anticipated Trip Itinerary			
I have evaluated the trip site for potential hazards/special requirements			
I have an event-specific emergency action plan for the trip site and will distribute to all personnel attending the event in an official capacity.			
Funds have been secured for indigent students			
If needed, background checks for chaperone approval have been initiated			
Plans have been made for students who currently have medication orders on file at the school, to receive routing medications (trained employee for KY trips and states where approved, nurse, or parent attending):			
Teacher/Sponsor/Coach Signature: Greg Merten Date: 11/20/24			

### School-Related Student Trip Request Form

EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)

ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS Destination/Venue Perfect Nor Venue Address 19074 Perfect U. Lawrenceburg Person or email contacted at venue to discuss EAP Katu Position/Title of person contacted Clubs Coordinator Date (s) of contact 11/20/29 Is there an Automatic External Defibrillator (AED) on site 

✓ yes □ no? Is it regularly maintained? ✓ yes □ no? If yes, where is it located? Multiple ABO's in lodge and Ski Patrol. Does venue have an emergency response team (ERT) yes a no? Process to request AED and/or ERT if needed at the scene Public access AED's. skilatrol and police on site. Will a portable AED be taken from school on this trip\_□ yes 🗖 no? If yes, who will be responsible for oversight and location of AED?\_\_\_\_ Is any other assigned emergency equipment available on field trip? ☐ yes ☐no If so, list location of equipment The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP. The main components of this Cardiac Emergency Action Plan that need to be communicated include: Location of AEDs. If possible, how to gain access. Steps that must be taken quickly to initiate the chain of survival. Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing). Call 911 using cell phone or other means of communication. Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute). Retrieve and use the nearest AED. Continuing supporting the victim until the local EMS arrives and takes over care; and Direct EMS to the scene. APPROVAL SIGNATURES REQUIRED CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES Principal: Required for all trips Superintendent/Designee: 0 ☐ Overnight Trips Meeting Date: Board of Education: Submit forms to Superintendent/Designee for review and submission to the Board for approval.

TCommon Carrier Transportation Reason for using a Charter Bus/Plane: BC bus not available. All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.

Travel outside the Tri-State area of KY, OH, IN

Common Carrier contract including cost \$2,722.00



### Elmwood Place, OH Petermann LLC 211 Township Ave, Cincinnati, OH 45216

Purchase Order #:

CHECK#

OCKERMAN MIDDLE SCHOOL

Customer: Attention:

**GREG MERTEN** 

Address:

OCKERMAN MIDDLE SCHOOL (6033)

8300 US HIGHWAY 42

City: Trip ID: Trip Name: **FLORENCE** 

CH6033-6352

PERFECT NORTH

Trip Description: STAY - 1 BUS 2:45 PM (8:45 PM)

Trip Date: Friday, January 10, 2025

GREG.MERTEN@BOONE.KYSCHOOLS.US

e-mail: State: ZIP:

Fax#:

KY

41042

Phone:

(859) 750-0415

Bus Type:

Bus Quantity:

Address Description

Address

**Arrival Time** 

Departure Time

Ockerman Middle School

8300 US-42, Florence, KY, 41042 US

02:35 PM

02:45 PM

Perfect North Slopes

19074 Perfect Ln, , Lawrenceburg, IN, 47025 US

08:45 PM

Ockerman Middle School

8300 US-42, , Florence, KY, 41042 US

09:30 PM

09:45 PM

Special Instructions for Driver

STAY - 1 BUS, CONFIRM LOADED AND LEAVING PERFECT NORTH BY

8:45 PM

Estimated Charges:

Start Time 01:40 PM

**End Time** 10:15 PM

Miles

= \$680.48

Description

PERFECT NORTH SLOPES

0 10% FUEL SURCARGE FEE

Additional Total

**Special Notations** 

\$618.62

\$61.86

Trip booked by: Kimberly Scott

Email: kscott@petermannbus.com

Subtotal: \$680,48

PRICING ESTIMATE

CUSTOMER ACKNOWLEDGEMENT/SIGNATURE

I acknowledge information, itinerary fee estimate is correct

If signed confirmation is not returned within 10 days, your reservation will be canceled

Customer is responsible to pay all parking fees/tolls

Sign and return copy of confirmation with payment information

We Accept

Nasieralii VISA

MERICANI DISCOVER

I have read and accepted Terms And Conditions:

Prepay Amount:

Receipt #



### Elmwood Place, OH Petermann LLC 211 Township Ave, Cincinnati, OH 45216

Purchase Order #:

CHECK#

OCKERMAN MIDDLE SCHOOL

Customer: Attention:

GREG MERTEN

Address:

OCKERMAN MIDDLE SCHOOL (6033)

8300 US HIGHWAY 42

City: Trip ID: FLORENCE

CH6033-6375

Trip Name:

PERFECT NORTH

Trip Description: STAY - 1 BUS 2:45 PM (8:45 PM)

Trip Date:

Friday, January 17, 2025

e-mail:

GREG.MERTEN@BOONE.KYSCHOOLS.US

State: ZIP: Phone:

Fax #:

41042

(859) 750-0415

Bus Type:

Bus Quantity: 1

Address Description

Address

**Arrival Time** 

Departure Time

Ockerman Middle School

8300 US-42, Florence, KY, 41042 US

02:35 PM

02:45 PM

Perfect North Slopes

19074 Perfect Ln, , Lawrenceburg, IN, 47025 US

08:45 PM

Ockerman Middle School

8300 US-42, Florence, KY, 41042 US

09:30 PM

09:45 PM

**Special Instructions for Driver** 

STAY - 1 BUS, CONFIRM LOADED AND LEAVING PERFECT NORTH BY

8:45 PM

**Estimated Charges:** 

Start Time 01:40 PM

**End Time** 

10:15 PM

Miles

Description

PERFECT NORTH SLOPES

10% FUEL SURCARGE FEE

Additional Total

**Special Notations** 

\$618.62 \$61.86

Subtotal: \$680.48 = \$680.48

Trip booked by: Kimberly Scott

Email: kscott@petermannbus.com

PRICING ESTIMATE

CUSTOMER ACKNOWLEDGEMENT/SIGNATURE

I acknowledge information, itinerary fee estimate is correct If signed confirmation is not returned within 10 days, your reservation will be canceled

Sign and return copy of confirmation with payment information

We Accept

MascerCard

Customer is responsible to pay all parking fees/tolls Prepay Amount:

Receipt #



### Elmwood Place, OH Petermann LLC 211 Township Ave, Cincinnati, OH 45216

Purchase Order #:

CHECK#

OCKERMAN MIDDLE SCHOOL

Customer: Attention:

GREG MERTEN

Address:

OCKERMAN MIDDLE SCHOOL (6033)

**8300 US HIGHWAY 42** 

City: Trip ID: Trip Name: **FLORENCE** 

CH6033-6376

PERFECT NORTH

Trip Description: STAY - 1 BUS 2:45 PM (8:45 PM)

Trip Date:

Friday, January 24, 2025

e-mail:

GREG.MERTEN@BOONE.KYSCHOOLS.US

State: ZIP:

Fax#:

41042

Phone: (859) 750-0415

Bus Type:

Bus Quantity: 1

**Address Description** 

Address

**Arrival Time** 

Departure Time

Ockerman Middle School

8300 US-42, , Florence, KY, 41042 US

02:35 PM

02:45 PM

Perfect North Slopes

19074 Perfect Ln, , Lawrenceburg, IN, 47025 US

**Special Notations** 

08:45 PM 09:45 PM

Ockerman Middle School

8300 US-42, , Florence, KY, 41042 US

09:30 PM

Special Instructions for Driver

STAY - 1 BUS, CONFIRM LOADED AND LEAVING PERFECT NORTH BY

8:45 PM

Estimated Charges:

Start Time **End Time** 01:40 PM 10:15 PM

Miles

Description

PERFECT NORTH SLOPES 0

0 10% FUEL SURCARGE FEE

Additional Total

\$618.62 \$61.86

Subtotal: \$680.48 = \$680.48

Trip booked by: Kimberly Scott

Email: kscott@petermannbus.com

PRICING ESTIMATE

CUSTOMER ACKNOWLEDGEMENT/SIGNATURE

I acknowledge information, itinerary fee estimate is correct If signed confirmation is not returned within 10 days,

your reservation will be canceled

Sign and return copy of confirmation with payment information We Accept

MosterCatt

VISA

DISCOVER

Customer is responsible to pay all parking fees/tolls Prepay Amount:

Receipt #



### Elmwood Place, OH Petermann LLC 211 Township Ave, Cincinnati, OH 45216

Purchase Order #:

CHECK#

OCKERMAN MIDDLE SCHOOL

Customer: Attention :

GREG MERTEN

Address:

OCKERMAN MIDDLE SCHOOL (6033)

8300 US HIGHWAY 42

City: Trip ID: Trip Name:

**FLORENCE** 

CH6033-6377

PERFECT NORTH Trip Description: STAY - 1 BUS 2:45 PM (8:45 PM) e-mail :

Phone:

Fax #:

Trip Date: Friday, January 31, 2025

GREG.MERTEN@BOONE.KYSCHOOLS.US

State: KY ZIP:

41042

(859) 750-0415

Bus Type:

Bus Quantity: 1

**Address Description** 

Address

Arrival Time

Departure Time

Ockerman Middle School

8300 US-42, , Florence, KY, 41042 US

02:35 PM

02:45 PM

Perfect North Slopes

19074 Perfect Ln, , Lawrenceburg, IN, 47025 US

08:45 PM

Ockerman Middle School

8300 US-42, , Florence, KY, 41042 US

09:30 PM

09:45 PM

Special Instructions for Driver

STAY - 1 BUS, CONFIRM LOADED AND LEAVING PERFECT NORTH BY

8:45 PM

Estimated Charges:

Start Time 01:40 PM

**End Time** 10:15 PM

Miles

Description PERFECT NORTH SLOPES

10% FUEL SURCARGE FEE

= \$680.48

Additional Total

Special Notations

\$618.62

\$61.86

Trip booked by: Kimberly Scott

Email: kscott@petermannbus.com

Subtotal: \$680.48

PRICING ESTIMATE

CUSTOMER ACKNOWLEDGEMENT/SIGNATURE

I acknowledge information, itinerary fee estimate is correct If signed confirmation is not returned within 10 days, your reservation will be canceled

Sign and return copy of confirmation with payment information

We Accept

Modercare VISA

Customer is responsible to pay all parking fees/tolls Prepay Amount:

Receipt #



### Elmwood Place, OH Petermann LLC 211 Township Ave, Cincinnati, OH 45216

Purchase Order #:

CHECK#

OCKERMAN MIDDLE SCHOOL

Trip Date: e-mail:

Friday, February 7, 2025

make up

Attention: Address:

GREG MERTEN

State:

GREG.MERTEN@BOONE.KYSCHOOLS.US

Customer:

OCKERMAN MIDDLE SCHOOL (6033)

ZIP:

KY 41042

(859) 750-0415

City:

FLORENCE

Phone: Fax#:

Trip ID:

Bus Type:

CH6033-6378

PERFECT NORTH

Bus Quantity: 1

Trip Name:

Trip Description: STAY - 1 BUS 2:45 PM (8:45 PM)

8300 US HIGHWAY 42

**Arrival Time** 

Departure Time

Ockerman Middle School

Address

02:35 PM

02:45 PM

Perfect North Slopes

**Address Description** 

19074 Perfect Ln, , Lawrenceburg, IN, 47025 US

8300 US-42, Florence, KY, 41042 US

08:45 PM

Ockerman Middle School

8300 US-42, , Florence, KY, 41042 US

09:30 PM

09:45 PM

Special Instructions for Driver

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8:45 PM

**Estimated Charges:** 

Start Time **End Time** 01:40 PM

Miles

= \$680.48

Description

PERFECT NORTH SLOPES

10% FUEL SURCARGE FEE

**Special Notations** 

Additional Total \$618.62

\$61.86

Subtotal: \$680.48

Trip booked by: Kimberly Scott Email: kscott@petermannbus.com

PRICING ESTIMATE

10:15 PM

CUSTOMER ACKNOWLEDGEMENT/SIGNATURE

I acknowledge information, itinerary fee estimate is correct If signed confirmation is not returned within 10 days, your reservation will be canceled

Sign and return copy of confirmation with payment information

We Accept

VISA

Customer is responsible to pay all parking fees/tolls Prepay Amount:

Receipt #

#### **TERMS AND CONDITIONS**

SERVICE: Performance of the Services detailed in this Agreement is contingent upon the Carrier's ability to furnish the vehicle and perform the Services. Carrier reserves the right to lease the vehicle from other carriers or subcontract services in order to fulfill this Agreement. Carrier will follow the written itinerary, however, exact departure and arrival times are not guaranteed. Carrier will abide by federal, state, and local regulations as applicable. Customer shall bear all out-of-pocket expenses including parking expenses, tolls and park entrance fees at the time of Service.

RISK OF LOSS: Carrier is not responsible for the loss, damage, or theft of personal property. Carrier is not responsible for the personal injury of Customers or third parties caused by the negligent or intentional acts of the Customer, passengers or third parties.

PASSENGER CONDUCT: At any time during the charter trip the Carrier, or the driver as the Carrier's representative, reserves the right to refuse to transport any person or persons that Carrier or its representative believes to be in violation of the Charter Passenger Policy attached hereto as Exhibit A. Compliance with the policy set forth in Exhibit A is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges. Carrier is not responsible for any passengers who have not boarded the vehicle at the time of departure. Customer must provide their own supervision if required. The Carrier is not responsible for the Customer's failure to provide supervision. Any activity that interferes with the safe operation of the vehicle shall be discontinued immediately. Use of any external signage or decoration requires prior Carrier approval and may be subject to applicable law.

REPAIRS OR DAMAGE: The Customer is liable for all damage to the vehicle interior and exterior caused by any of the passengers or incurred during the charter trip, unless the result of driver's negligence. A refundable cleaning fee may be charged for any cleaning services beyond what is usual and customary. Customer shall be responsible for replacement costs of any items that cannot be satisfactorily cleaned or repaired.

INSURANCE: Carrier shall maintain insurance for General and Auto Liability coverage and for Workers' Compensation coverage. General and Auto Liability insurance shall be maintained to protect Carrier from any claims from damages for personal injury or death, and from damage to property, which may arise from operations of Carrier under this Agreement. The General Liability and Automobile Liability insurance shall each have a single limit of One Million Dollars (\$1,000,000.00). Worker's Compensation Insurance shall be maintained by Customer as required by law to protect the Carrier from claims that arise from its operation under this Agreement.

HOLD HARMLESS: The Customer agrees to defend, hold harmless and indemnify the Carrier from any and all claims which may be made by reason of any injury to person or damage to property unless such claim results from the negligent act or omission or willful misconduct of the Carrier, its agents, employees, representatives, officers and directors. Customer, at its own expense and risk, shall defend any legal proceeding in connection with this Agreement that may be brought against the Carrier, its officers, agents, or employees on any such claim or demand, and satisfy any judgment that may be rendered against the Carrier. In the event that any such proceeding is brought against the Carrier, its officers, agents, or employees, Carrier shall have the right to select and employ counsel to defend such persons and entities and shall have the right to settle any claims when the Carrier, in its sole discretion, deems such a settlement advisable. The Customer, its agents, employees, representatives, officers and directors shall cooperate in all reasonable manners in the defense of such claims.

FORCE MAJEURE: Carrier shall be excused from performance hereunder during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, earthquake, war, riot, civil disturbance, terrorism, epidemic, quarantine, strike, lockout, labor dispute, oil or fuel shortage, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of the vehicle, materials, products, plants, or facilities by the Government, unexpected vehicle breakdowns or any other occurrence which is beyond the control of the Carrier. Additionally, the Carrier shall not be responsible for any damages which result from any cancellation or delay. In the event of a vehicle breakdown, all efforts will be made to supply a replacement vehicle. If a replacement vehicle is sent and/or Customer refuses a replacement vehicle, no refund is due. If no replacement vehicle is available, refund shall be limited to the amount paid by Customer.

AS IS WARRANTY: The vehicle and Services included or otherwise made available to the Customer are provided on an "As Is" and "As Available" basis, Carrier makes no representations or warranties of any kind, express or implied, as to the operation of vehicle and accessories.

LIMITATION OF LIABILITY: To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability, in the aggregate, of the Carrier and the Carrier's officers, directors, employees, representatives, agents, and any of them, to the Customer and anyone claiming by, through or under the Customer, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Agreement from any cause or causes, including but not limited to the negligence, errors or omissions, strict liability, breach of contract or warranty, express or implied, of the Carrier and the Carrier's officers, directors, employees, agents, and any of them, shall not exceed the total compensation received by the Carrier under this Agreement. In no event shall either party be fiable for consequential, special, indirect, incidental, punitive or exemplary damages.

DISPUTE RESOLUTION: The parties agree to submit any dispute to binding arbitration under the Commercial Rules of the American Arbitration Association. Such arbitration will be held as promptly as possible in DuPage County, Illinois and will be conducted before a panel of three (3) members. The Carrier and the Customer shall each select one arbitrator, and the third arbitrator shall be selected by agreement of the other two arbitrators so chosen. The decision of a majority of the arbitration panel will be binding on the parties and may be submitted for enforcement to any court of competent jurisdiction. The respective costs and expenses associated with the arbitration shall be borne by each party separately.

GOVERNING LAW/ENTIRE AGREEMENT: This Agreement and all of the rights and obligations of the parties hereto shall be construed, interpreted and applied in accordance with the laws of the State of Illinois. This document represents the entire Agreement between the parties. No changes or modifications shall be made to these Terms and Conditions. In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.

**HEADINGS:** Headings herein are for convenience only and have no effect in limiting or extending the language of the provisions to which they refer,

#### **EXHIBIT A**

#### Charter Passenger Policy

#### Purpose

This policy provides guidance to the Customer regarding all charter transportation passengers, including but not limited to, employees, staff, and customers of the Customer who ride the charter buses provided by the Carrier.

#### Scope

This policy prohibits the following acts on any Carrier vehicle which is used as part of the services Carrier provides to Customer under the Agreement:

- · Smoking tobacco or any other substance, or carrying a lighted or smoldering substance in any form.
- · With the exception of peace officers, carrying aboard any weapon.
- Carrying aboard any flammable or explosive substance except for matches and cigarette lighters. For example, cooking stoves, propane tanks
  and other fuels are prohibited. Carrying aboard any package or article of a size which will block any aisle, emergency exit, or stairway of the
  vehicle.
- Carrying aboard any animal not housed in an enclosed carrying container. Such container cannot block or hinder travel in the aisle, emergency
  exit, or stairway. Service animals are allowed.
- Carrying aboard a stroller unless such item is folded and unoccupied. Strollers must remain folded while aboard the vehicle and must not block
  or obstruct an aisle, emergency exit, or stairway.
- Playing radios or other audio devices or musical instruments aboard unless the only sound produced by such item is emitted by a personal
  listening attachment (earphone) audible only to the person carrying the device producing the sound. An exception exists for peace officers,
  security guards, and for Carrier officials while performing their official duties.
- · Littering, discarding, or depositing any trash, debris, or offensive substances in non-appropriate places.
- Spitting, urinating, or defecating,
- Damaging, writing upon, or otherwise defacing or altering property.
- · Fighting or engaging in any violent, tumultuous, or threatening behavior.
- · Making excessive and unnecessary noise, or using profanity.
- · Obstructing the free movement of passengers.
- Interfering with the safe operation or movement of a Carrier vehicle or operator.
- Standing or otherwise occupying any space in front of the line marked on the forward end of the floor of the vehicle or otherwise conducting
  himself in such a manner as to obstruct the vision of the vehicle operator while the vehicle is in motion.
- Impeding the opening of, or interfering or tampering with, or otherwise obstructing the operation or use of, any window, door, or other emergency
  exit.
- · Standing in the way of direction or impeding the vehicle from moving.
- Posting or removing any notice or advertisement unless authorized by a Carrier official.
- Throwing any litter, stone, wood, snow or other substance at, into, or from any Carrier vehicle.
- Gambling or soliciting others to engage in gambling.
- . Engaging in any activity prohibited by State, County, or Municipal law.
- · Entering or exiting a Carrier vehicle through the rear exit door unless directed by a Carrier official or in the event of an emergency.
- Climbing through a window or extending an arm, leg or head out the window of any Carrier vehicle.
- Hanging onto or attaching oneself to any exterior part of a Carrier vehicle while the vehicle is resting or in motion.
- · Running or engaging in any horseplay.
- Refusing to leave any Carrier vehicle after having been ordered to do so by the operator of the vehicle, a security guard, peace officer, or Carrier
  official or supervisor.

### Customer further agrees to

· Comply with all applicable laws, rules, regulations and ordinances.

#### Compliance

If a Carrier operator encounters any individual(s) violating this policy on a Carrier vehicle, the operator will ask the individual(s) to stop the activity or leave the premises. If the individual(s) persist in their conduct, the Carrier will notify a peace officer who will take the appropriate action. Compliance with this policy is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges.