

STUDENTS

09.36 AP.212

**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE**

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: NORTH OLDHAM HIGH SCHOOL
 Employee(s) In Charge: BRIAN JONES Group: VOLLEYBALL
 Destination: KNOXVILLE, TN
 Date(s) of Trip: AUG 22 - 24 Time of Departure: 1:00 PM Time of Return: 7:00 PM
 Approximate Mileage (one way): 236 *
 Approximate Number of Students: 35
 Number of Chaperones/Adults: 4
 TOTAL TRANSPORTED: 39 *
 Number of Buses: 2

*{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): PARENT DRIVERS

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: REQUIRED

If optional, indicate student charges:

Transportation (mileage, driver)	\$	_____
Admissions	\$	_____
Other	\$	_____
Total Charges	\$	_____

Number of Instructional Days Lost: 1/2

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

Requested by: BRIAN K. JONES Date: 04.24.25**APPROVAL/DISAPPROVAL**

Approved/Disapproved: [Signature], Principal Date: 17/3/25
 Approved/Disapproved: [Signature], Level Director Date: 8/4/25
 Approved/Disapproved: [Signature], 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. *

RELATED PROCEDURES:

09.36 (all procedures)

Adopted

Oldham County Board of Education

July 1, 2024

**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE**

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒**EXTENDED DAY** ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: NORTH OLDHAM HIGH SCHOOL
 Employee(s) In Charge: BRIAN JONES Group: VOLLEYBALL
 Destination: EFFINGHAM, IL
 Date(s) of Trip: SEPT. 12-14 Time of Departure: 4:00PM Time of Return: 7:00 PM
 Approximate Mileage (one way): 230 *
 Approximate Number of Students: 20
 Number of Chaperones/Adults: 2
 TOTAL TRANSPORTED: 22 *
 Number of Buses: 2

* {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): PARENT DRIVERS

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: REQUIRED

If optional, indicate student charges:

Transportation (mileage, driver)	\$ _____
Admissions	\$ _____
Other	\$ _____
Total Charges	\$ _____

Number of Instructional Days Lost: 2

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

Requested by: BRIAN K. JONES Date: 04.24.25**APPROVAL/DISAPPROVAL**Approved/Disapproved: [Signature], Principal Date: 7/31/25Approved/Disapproved: [Signature], Level Director Date: 8/4/25

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. *

RELATED PROCEDURES:

09.36 (all procedures)