

STUDENTS

BEECHWOOD INDEPENDENT SCHOOLS

09.36 AP.21

**TRANSPORTATION/FIELD TRIP REQUEST FORM**

**TODAY'S DATE** 8/25/2025 ☐ Elementary ☒ High School ☐ Guardian Angel

Faculty/Staff/Coach/Sponsor(s) Varsity Boys Basketball Team - Ross Hart  
 Date(s) of Trip 12/20 - 12/21 Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

*\*If Peanut/Tree Nut Allergy Safety Alert is checked on the School-Related Trip Permission Slip and Medical Release Form (09.36 AP.211) then faculty/staff member(s) sponsoring this trip are responsible to ensure buses/mode of transportation comply with procedure related to foods on trip.*

**TYPE OF TRIP (CHECK ONE):**

- ☐ Classroom Field Trip, Specify Class \_\_\_\_\_  
☐ Class Trip (i.e. Junior, Senior), Specify \_\_\_\_\_  
☐ Organization/Club Trip, Specify \_\_\_\_\_  
☒ Other (athletic, band, if applicable), Specify Basketball Games

**\*\*DESTINATION** Berea, Kentucky Miles (one way) to destination: 113  
 City/State \_\_\_\_\_

☒ Overnight: Give name of lodging and address Quality Inn 365 Peggy Flats Road Berea, KY 40403

**TRANSPORTATION**

1 Number of **Buses** needed (1 driver per bus unless otherwise indicated) or ☐ **Suburban** ☐ **Van**  
 See 09.36 AP.212

**\*\*Does trip exceed 100 miles?** ☒ Yes ☐ No **If Yes, trip requires Board of Education approval.**

**THIS SECTION COMPLETED BY TRANSPORTATION DEPARTMENT**

Bus Available ☐ Yes ☐ No Suburban Available ☐ Yes ☐ No Van Available ☐ Yes ☐ No  
 Bus # \_\_\_\_\_ has been reserved.  
 Transportation Supervisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

- ☐ Use of Common Carrier in Lieu of School Bus Procedure 09.36  
 (Complete Use of Common Carrier form, requires Board of Education approval)  
☐ Private Vehicle, if allowed by policy. Specify Driver(s) \_\_\_\_\_

Purpose/Educational Value Playing out of town teams we usually wouldn't play  
 Number of days absent from school 0 Number of: Students Going on Trip 15 Faculty/Staff 3-4

Other Chaperones \_\_\_\_\_ **ARE ALL CHAPERONES ON THE VOLUNTEER LIST?** ☐ YES ☐ NO  
 IF NO, THEY WILL NEED TO COMPLETE THE YOUTH LEADER FORM AND BE APPROVED PRIOR TO CHAPERONING.

**SUPERVISION** - Attach a list of names of adults accompanying students on trip.

**Trip Approved**  
☒ Yes ☐ No Principal [Signature] 8/25/2025  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Trip Approved**  
☐ Yes ☐ No Superintendent/Designee \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
☐ Yes ☐ No Board of Education \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Related Procedures: 09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised: November 2018