

STUDENTS BEECHWOOD INDEPENDENT SCHOOLS 09.36 AP.21 **TRANSPORTATION/FIELD TRIP REQUEST FORM**

TODAY'S DATE: 2/12/26 Elementary

Faculty/Staff/Coach/Sponsor(s): Jennifer Gasser & Kara Hansel

Date(s) of Trip: May 15, 2026

Departure Time: 7:15 a.m. **Return Time:** 4:00 p.m.

*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):

Sixth grade team will be going to the Indianapolis Museum Center to see an exhibit on Malala (and others) about being brave (Malala is studied in language arts class as well).

****DESTINATION:** 123 miles

City/State: Indianapolis, Indiana

TRANSPORTATION

3 Number of **Buses** needed (1 driver per bus unless otherwise indicated) (we will get busses from another company)

****Does trip exceed 100 miles?** Yes

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 _____

Number of days absent from school _____ Number of: Students Going on Trip _____ Faculty/Staff _____ 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 _____

Kara Hansel

2/12/26 Signature Date