



School-Related Student Trip Request Form & Event Specific Emergency Action Plan (EAP)

School

ALLEN COUNTY-SCOTTSVILLE HIGH SCHOOL

Faculty Member(s) Sponsoring Trip

Daric Haney

Type of Trip (Check One)

- ☒ Classroom Field Trip ☐ Class Trip (specify) ☐ Organization/Club Trip (specify)
☐ Other (specify)

Destination

Nashville Auto Diesel College

Phone

(800) 228-6232

Address

1585 old bowling green rd

Destination Type

- ☒ Out of State ☐ Out of County ☐ Within County ☐ Overnight

Departure Date & Time

10/16/2026 8:00 AM

Return Date & Time

10/16/2026 2:30 PM

Purpose/Educational Value

Tour Of Automotive and Diesel College

Source of Funding for Trip

auto

Source of Funding for Trip (Verified by Principal's Designee)

901-2-118-0580-348N

Funding Verification (Signature):

Brittany Walker

Date Signed

05/26/2026 02:32 pm

Estimate Cost of Trip

(actual cost billed after the completion of the trip)

Is there a registration cost?☐ Yes ☒ No**Type of Vehicle Needed**☒ Bus ☐ Fleet Vehicle (i.e., SUV)**# of Busses**

1

Round Trip Mileage

100

Length of Trip (in hours)

6

Est. Cost of Buses

\$130.00

Est. Cost of Driver

\$120.00

Meal Cost Estimate

\$0

Are there any other costs associated with the trip?☐ Yes ☒ No**Total Estimated Cost**

\$250.00

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.**Bill Trip Expenses To**☒ Sponsoring Organization ☐ School Council ☐ Board ☐ Other**Number of Students**

50

Faculty Sponsors

1

Other Chaperones

1

Total # of Participants

52

Mode of Transportation**Is District Transportation Needed?**☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.**Transportation Type Specifications**

Bus

Supervision (Please List of Names of Adults Accompanying Students on Trip)

Name of Adult	Phone Number
Daric Haney	270-618-9887
Joseph Cosby	270-618-0203

You can add employees by clicking the + icon to the right

Have all chaperones undergone required records check and been designated by the principal/designee to supervise students?☒ Yes ☐ No**EMERGENCY ACTION PLAN****Person contacted at venue to discuss EAP**

NADC

Person making contact

Daric Haney

Is there an Automated External Defibrillator (AED) on site?☐ Yes ☒ No**Does the venue have an Emergency Response Team?**☐ Yes ☒ No**School Employee(s) Attending Trip (Please note beside name if employee is CPR trained)**

Employee	CPR Trained
Daric Haney	☒
Joseph Cosby	☒

You can add employees by clicking the + icon to the right

Faculty Sponsor Name

daric Haney

Faculty Sponsor Email

daric.haney@allen.kyschools.us

For the purpose of processing this form

Signature of Faculty Sponsor

Daric Haney

Date Signed

05/18/2026 11:55 am

Trip has been

☐ Approved ☐ Disapproved

Signature of Principal/Designee

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

Trip has been

☐ Approved ☐ Disapproved

Date of Board Approval**Signature of Superintendent/Designee**

RELATED PROCEDURES: 09.36 AP.1, 09.36 AP.21, 09.36 AP.211, 09.36 AP.212



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☐ Other (specify)

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Phone

(800) 228-6232

Address

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Destination Type

- ☒ Out of State ☐ Out of County ☐ Within County ☐ Overnight

Departure Date & Time

03/19/2027 8:00 AM

Return Date & Time

03/19/2027 2:30 PM

Purpose/Educational Value

Tour of Auto motive and Diesel Technical college

Source of Funding for Trip

auto

Source of Funding for Trip (Verified by Principal's Designee)

901-2-118-0580-348N

Funding Verification (Signature):

Brittany Walker

Date Signed

05/26/2026 02:32 pm

Estimate Cost of Trip

(actual cost billed after the completion of the trip)

Is there a registration cost?

☐ Yes ☒ No

Type of Vehicle Needed

☒ Bus ☐ Fleet Vehicle (i.e., SUV)

of Busses

1

Round Trip Mileage

100

Length of Trip (in hours)

6.5

Est. Cost of Buses

\$130.00

Est. Cost of Driver

\$130.00

Meal Cost Estimate

\$0

Are there any other costs associated with the trip?

☐ Yes ☒ No

Total Estimated Cost

\$260.00

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

Bill Trip Expenses To

☒ Sponsoring Organization ☐ School Council ☐ Board ☐ Other

Number of Students

50

Faculty Sponsors

1

Other Chaperones

1

Total # of Participants

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Mode of Transportation**Is District Transportation Needed?**☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.**Transportation Type Specifications**

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NADC

Person making contact

Daric Haney

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Employee	CPR Trained
Daric Haney	☒
Joseph Cosby	☒

You can add employees by clicking the + icon to the right

Faculty Sponsor Name

Daric Haney

For the purpose of processing this form

Faculty Sponsor Email

daric.haney@allen.kyschools.us

Signature of Faculty Sponsor

Daric Haney

Date Signed

05/18/2026 12:01 pm

Trip has been

☐ Approved ☐ Disapproved

Signature of Principal/Designee

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

Trip has been

☐ Approved ☐ Disapproved

Date of Board Approval**Signature of Superintendent/Designee**

RELATED PROCEDURES: 09.36 AP.1, 09.36 AP.21, 09.36 AP.211, 09.36 AP.212