

FIELD TRIP PLANNING

Get permission from: Obtain prior clearance:
 PRINCIPAL.....10 school days
 SUPERINTENDENT.....7 school days
 TRANSPORTATION SUPERVISOR.....5 school days
 OVERNIGHT TRIPS NEED BOARD APPROVAL.....Superintendent Needs To Receive One Week Prior To
 Regularly Scheduled Monthly Board of Education Meeting

I hereby apply for permission to take _____
(class, grade, club, team, etc.)

for an educational trip in connection with their work in _____ class

Destination _____ Date _____

Additional Stops _____

Number of students _____ Cost per pupil \$ _____

Approximate time of departure _____ AM/PM Approximate time of return _____ AM/PM
(Driver and Mileage)

How will this trip be financed: 1. Transportation _____ 2. Registration _____ 3. Substitute _____ 4. Etc.
This trip will make the following specific contributions to class work:

The Goal, Rationale and Objectives of this trip are required, in writing, prior to Administrative Approval. (Policy IICA)

Date _____ Teacher _____
Chaperone(s) _____

Approved by: _____
Principal

Transportation needed: _____
None _____ School Bus _____
Chartered Bus _____ Private Car _____

Area students are to be picked up _____ Area students are to be returned _____

NOTE: Buses cannot leave from any school in the district generally until after all schools have started (approximately 9:00 A.M. and must return by 2:00 P.M.). All field trips requiring school bus transportation are based on the availability of buses and are subject to cancellation. Field trips the last month of school require additional rationale.

FOR OFFICE USE ONLY

Permit No. UL _____ - 11-12	Bus Reg. No. _____ Local I.D. _____
Driver: _____	Social Security Number: _____
Time of Return: _____	Return Mileage: _____
Time of Departure: _____	Departure Mileage: _____
Total Trip: _____ Hours _____ Minutes	Total Miles: _____

Driver Service: _____

Comments: _____

Passenger Safety Instructions for Bus Trips 3301-83-09 1. Point out all safety exits 2. Inform students to keep aisles clear 3. Inform students to remain seated while the bus is in motion 3. Inform students where fire extinguisher and first aid kit are located