



APPLICATION FOR USE OF BUSES: Field Trips, Athletics & Clubs

SECTION I: TO BE COMPLETED BY SPONSOR

Name of School _____ Date _____

Requesting Organization _____

Purpose of Trip: Classroom Preparation and Educational Justification (*Excludes Athletics & Clubs*)

- Each application should be supported by the following information:
- The publication, flyer, etc. announcing the experience (if applicable); and
- A one-page summary from each teacher which responds to the questions below:
 - How does the proposed field trip reflect the SOLs & CTE competencies?
 - What activities will be completed in advance of the proposed field trip to prepare students for the experiences planned?
 - What activities will be completed following the proposed field trip to support student learning?
 - How will the proposed field trip and supporting activities be evaluated?

Destination _____

Name of group, class, grade, club, etc. _____

Date(s) of Trip _____ Departure Time _____ Return Time _____

Number of Students _____ No. of Buses Needed _____ Van Needed: Y or N

Name of Adult Chaperones _____

Rest Stop Name and Location (if applicable) _____

Sponsor(s) _____

Signature of Sponsor(s) _____

Special Instructions:

- An application must be submitted to the *school office* at least **three weeks** prior to the proposed trip.
- The application must be received by the *transportation department* at least **two weeks** prior to the proposed trip.
- Approved bus must depart from and return to a central point, as given in Section I, then return to its home station by the most direct route. When more than one bus is used, the group is expected to travel as a caravan.
- Sponsor is expected to maintain order on school bus at all times. Boisterousness (loud talking, yelling and moving around on the bus) is not to be permitted.
- All trash is to be removed from bus. **Floor of the bus must be swept before it is returned.**
- Sponsor will make full report of any injury of persons or damage to property and/or school bus.

COST OF TRIP

Break down the costs in each category, if needed. (for example, the students may only have to pay half of the cost and the school or club pays the remainder) Please be specific.

Cost of the driver/s: to be paid by _____

_____ Hours @ \$15.00 per hour = \$ _____ X _____ driver/s = \$ _____

Total Cost of Driver/s: \$ _____

Mileage: to be paid by _____

Approximate distance of trip _____ miles @ .55 per mile _____ **Total Cost of Mileage:** \$ _____

Admission/Registration Fees: to be paid by _____

Fees: \$ _____ **Total Cost of Fees:** \$ _____

Account Number to Charge: 6.100._____._____._____._____._____._____ **TOTAL COST OF TRIP:** \$ _____

SECTION II: TO BE COMPLETED BY PRINCIPAL

Approved _____ Disapproved _____ Reason _____

Signature of Principal _____ Date _____

SECTION III: TO BE COMPLETED BY TRANSPORTATION DEPARTMENT

Approved _____ Disapproved _____ Reason _____

Number of Buses _____ Bus Driver(s) _____

Signature of Transportation Department _____ Date _____

SECTION IV: TO BE COMPLETED BY CENTRAL OFFICE DESIGNEE

Approved _____ Disapproved _____ Reason _____

Signature of Designee _____ Date _____