

PIKE COUNTY SCHOOLS FIELD TRIP REQUEST FORM



INSTRUCTIONS for Using the Field Trip Request Form

1. Fill-In and Complete Form. ENTER INFORMATION in YELLOW BOXES !
2. Save form to your computer (File, Save as)
3. EMAIL saved form to your Principal for approval. Check back with Principal to confirm trip has been approved.
4. PRINT form to keep for your records.
5. Call or e-mail transportation at least 3 days prior to trip date to confirm we have you

Request Approval Steps

1. Teacher Emails Principal
2. Principal Emails Transportation
3. Transportation Emails School (confirmation) and other depts.
4. Request should be turned into Transportation at least 2 weeks prior to trip.

Date Requested

Date of Trip

Depart Time

Return Time

Coach/Lead Teacher Contact Information:

Purpose / Description of Trip

Grade or Group:
Destination of Trip:
Address City State

MILEAGE (R TRIP) @ \$1 mile	# of Miles x # of Buses =	TOTAL MILES COST		NAMES of TEACHERS / STAFF with Group (Name-Position)		
# of MILES						
# of BUSES						
# of DRIVERS @15.00	# of Hrs.	TOTAL Driver \$				
# of BUSES	Parking Fee	TOTAL Parking \$				
		\$ -				
# of STUDENTS	# Adults	@ Price ea.	TOTAL Entrance Fees			
			\$ -			
TOTAL COST per STUDENT			#DIV/0!			
(Mileage + Driver+Parking+Entrance)						

Is Special Needs Bus required ? **# of Sped. Buses**

SPECIAL REQUEST/NEEDS:

APPROVAL SECTION ONLY

APPROVED **DECLINED**

NUTRITION MGR	DATE
PRINCIPAL	DATE
TRANSPORTATION DIR.	DATE
SUPERINTENDENT	DATE

FOR TRANSPORTATION OFFICE ONLY: