

Phone 219-567-9161
Fax 219-567-9761

Extra-Curricular Trip/Bus Usage Request

Trip Organizer: _____ Cell Phone: _____

Field Trip Destination: _____

Street Address: _____ City: _____

Zip: _____ Phone Number: _____

Date(s) of trip: _____ Grade Level(s): _____ # of Students: _____ # of Adults: _____

Number of Buses Requested _____
(Each driver will be paid \$14.00 per hour for the first hour and \$12.00 per hour for each additional hour)

Departure Time: _____ Return Time: _____
(Note: bus drivers are to be ready for loading 15 minutes prior to this listed time to ensure sufficient loading time and will be compensated 15 minutes beyond the return time to account for unloading of students and final bus checks).

Total Number of Hours, Including Loading and Unloading Times: _____

Number of Instructional Minutes Lost Per Student _____ *(Only count travel time)*

Number of Instructional Minutes Lost in Total _____ *(Only count travel time)*

1. Please attach an itinerary that includes specific locations, times, and a plan of events.
2. Field trips during the school day must arrive back at school by 2:40 unless special permission is granted for an extended day trip.
3. The bus driver is responsible for driving the bus safely. Teachers and chaperones are responsible for controlling student behavior. One seat in the back, middle and front of the bus must be reserved for chaperones.
4. If sponsors permit students to eat on the bus, then they accept responsibility to have students clean up any residue left behind. If trash/food is left on the bus, the group will be assessed a cleaning fee to account for the driver having to clean up garbage.

Signature of Trip Organizer: _____ Date: _____

Signature of Principal _____ Date: _____

Signature of Superintendent _____ Date: _____

To Be Completed After Approval

Upon approval of the superintendent, this form will be returned to: Building Principal, the Building Secretary, and the Trip Organizer. Once the trip is approved, it is the responsibility of the building to secure a bus driver, provide a copy of this form to the bus driver, and communicate relevant details.

Driver # 1 _____ Phone # _____

Driver # 2 _____ Phone # _____

Driver # 3 _____ Phone # _____