

# WEST CENTRAL SCHOOL CORPORATION EXTRACURRICULAR TRIP REQUEST FORM

School \_\_\_\_\_ DATE of Trip \_\_\_\_\_

Person Requesting Bus Use: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Destination: \_\_\_\_\_

Grade/Class/Organization Taking Trip \_\_\_\_\_ Number of Students \_\_\_\_\_

Number of Buses Requested \_\_\_\_\_

Reimbursement to Bus Drivers(s):

- Each Driver will be paid \$12.00 per hour for the first hour then \$10.00 for each additional hour

Depart Time

Return Time

Driver 1: \_\_\_\_\_

Total Time

Driver 2: \_\_\_\_\_

Driver 3: \_\_\_\_\_

Amt. Paid Per Driver

Driver Signature \_\_\_\_\_

Driver Signature \_\_\_\_\_

Driver Signature \_\_\_\_\_

**Please make one copy each for the following:** bus driver, superintendent, principal, cooks

Number of Instructional Minutes Lost per Student: \_\_\_\_\_

Total Number of Instructional Minutes Lost: \_\_\_\_\_

Please attach a summary of the various activities in which your students will be involved along with instructional objectives.

**FIELD TRIP GUIDELINES**

1. The bus driver will receive, in writing, detailed information from the sponsor regarding the location, specific time allotments for each location, and sequence of scheduled visits. If further clarification is needed, the driver should contact the sponsor prior to the day of the trip. **Field trips during the school day must arrive back at the school by 2:40.**
2. The bus driver is responsible for the safe transportation of children to and from their destination. The teachers and chaperones are responsible for controlling student behavior while on the bus. **One seat in the back, middle and front of the bus must be reserved for chaperones.**
3. If the sponsor permits the students to eat on the bus, then they accept responsibility to have the students clean up any residue left behind. **Children are to be instructed to clean up any trash left on the bus after their trip. If this task is left up to the driver, a \$20.00 fee will be assessed to the group.**

**TRIP AUTHORIZATION:**

\_\_\_\_\_  
Teacher/Sponsor In Charge Date

\_\_\_\_\_  
Principal Date

\_\_\_\_\_  
Superintendent Date

**ALL BUS AND VAN DRIVERS ARE TO FILL IN BLANKS**

**Use this as a pay voucher**

Date \_\_\_\_\_ Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Grade/Class/Organization Taking Trip \_\_\_\_\_

Odometer Beginning \_\_\_\_\_ Destination \_\_\_\_\_

Odometer Returning \_\_\_\_\_

Total Miles \_\_\_\_\_

Driver's Signature \_\_\_\_\_

Teacher/Sponsor in Charge Signature \_\_\_\_\_

**SUPERINTENDENT'S OFFICE USE ONLY:**

Hours on trip \_\_\_\_\_ Amount paid \_\_\_\_\_

Date Paid \_\_\_\_\_

**DRIVERS**

**PLEASE TURN THIS FORM INTO THE CENTRAL OFFICE**

**THE FORM WILL THEN BE DISBURSED TO CORRECT PERSON  
FOR PAYMENT**

TRANSPORTATION REIMBURSEMENT FORM

(Please return this form with payment)

APPROVED TRIP: (PLACE) \_\_\_\_\_

(GROUP) \_\_\_\_\_ (DATE) \_\_\_\_\_

(DRIVER-ONE FORM PER BUS) \_\_\_\_\_

REIMBURSEMENT OF BEYOND LIMIT EXPENSES:

Organization responsible for payment: \_\_\_\_\_

Odometer Reading (END)	_____
Odometer Reading (BEGINNING)	_____
Total Miles Traveled	_____
** Corporation Expense	minus 100 miles _____
Exceeded Limit Miles	_____
Per Mile Expense	times \$0.40 _____
Reimbursable Amount	\$ _____

(Checks should be written to the West Central School Corporation; cash is acceptable.)

\*\* Use this step ONLY if this trip is the first trip over the 50 mile radius for this class, group or organization. Mileage expenses for additional trips over the 50 mile radius, is the responsibility of the supporting organization.

**REMINDER:** Field Trips and Other Extra Curricular Activity Trips

- All trips should be within a fifty-mile radius of the school.
- Grade levels, classes, clubs and organizations are limited to one field trip per year.
- These limits may be exceeded if there is a sponsoring organization willing to cover fuel expenses.
- District/State Conferences and/or competitions are allowable.