

Line Mountain School District
Field Trip form

REQUIRES BOARD APPROVAL – submit AT LEAST 10 days prior to board meeting before the trip

Attach a list of the educational objectives

Attach an itinerary

SECTION A – Requester

OVERNIGHT? YES or NO

Group requesting transportation _____ Date of trip _____

Destination-address and phone # _____

Purpose of trip _____

Supervising staff _____ Rain date _____

PASSENGERS: # of pupils _____ # of teachers _____ # other adults _____ **TOTAL PASSENGERS** _____

of Klinger’s busses _____ Capacity _____ # of Sub(s) needed _____

Other bus Co. used _____

Private Vehicle Drivers _____ Certificate of Ins. on File? YES/NO

Estimated costs (other than sub or transportation) _____

Costs to be charged to _____

Total time of trip _____

Total round trip mileage of trip _____

Designated loading area _____

Departing from _____ Time _____ Returning to _____ Time _____

(An ALPHABETICAL list of passengers must be attached. Parental permission for each student must be submitted to the Principal’s office)

Advisor’s signature _____ **Date** _____

SECTION B – OFFICE SUMMARY

Substitute cost _____ Travel cost _____ Other costs _____ **TOTAL cost** _____

SECTION C - APPROVAL

OVERNIGHT TRIP? YES or NO

Principal signature _____ Date _____

Athletic Director signature _____ Date _____

Superintendent signature _____ Date _____

Board Action _____ Date _____

SECTION D – Business office

Available funds verified _____ Date _____

Bus scheduled _____ Driver scheduled _____

Actual costs _____ Costs charged to _____