

**Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES***Field Trip Request Form*

If you have any questions concerning restrictions or requirements when filling this form out, consult the BOCES Field Trip policy and regulation, or speak with your supervisor.

Teacher name(s): _____ School: _____
Program: _____ Level: _____
Is a substitute required to cover remaining students in class? _____ Yes _____ No

Date(s) of requested field trip: _____
Destination(s) (*Specify destination, city, and state*): _____

Please check one: ☐ Day trip within New York State ☐ Overnight or outside New York State*
Educational purpose of field trip: _____

Type of transport requested:

- ☐ Bus # of Wheelchairs/harnesses: _____
☐ DOT approved BOCES vehicle Model: _____ Vehicle #: _____
Driver's Name: _____ Driver's License #: _____
(*Driver may be subject to motor vehicle abstract record review*)

Total mileage: _____
Number of: _____ students _____ staff _____ chaperones (non-staff members)
Names and telephone numbers for staff and chaperone(s) committed to attend:

Additional compensation for staff, if any: _____

ITINERARY - All transportation scheduling information must be provided (i.e., all stops, pickups, lunch breaks, airline carrier, flight or train number). When planning travel time; remember that buses cannot exceed 55 mph.

Departure location and time	Arrival location and time

Cost of Trip – Price per student/staff member/bus _____ x number of each _____ = Total _____

****if payment is needed, this request form must be in 3 weeks prior to date of field trip; 4 weeks is better.**

Teacher's signature Date

Director's signature Date

Principal's signature Date

* District Superintendent's signature Date
(when required)

Field Trip Request:
Additional Compensation Request:

Approved _____ Denied _____
Approved _____ Denied _____

ARE YOU WELL PLANNED?

A Planning Teacher's Check List

1. ____ Design field trips with educational purpose to match curriculum.
2. ____ Submit preliminary field trip plans for the year to immediate supervisor by October 1st.
3. ____ Develop a sound and thorough itinerary.
4. ____ Ensure adequate supervision for the trip by enlisting an appropriate number of qualified chaperones.
5. ____ Complete and submit a Field Trip Request Form (6040-E).
6. ____ Retain a copy of the Field Trip Request Form (6040-E).
7. ____ Receive appropriate prior approval.
8. ____ Obtain a Permission and Emergency Medical Treatment Authorization Form (Policy 6041-E2) for each student, signed by his or her parent/legal guardian.
(Remember to keep a log when trying to contact a parent/legal guardian for the signed form.)
9. ____ Ensure the correct transportation is scheduled.

On the Field Trip

10. ____ Carry the signed Permission and Emergency Medical Treatment Authorization Form (Policy 6041-E2) for each student.
11. ____ Stick to the itinerary.
12. ____ Have some type of communication (i.e., cell phone or bus radio) in case of emergency.