

**COLUMBIANA EXEMPTED VILLAGE SCHOOLS  
FIELD TRIP REQUEST FORM**

Day and Date of Trip: \_\_\_\_\_ Teacher: \_\_\_\_\_

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

1st Destination's Street Address: \_\_\_\_\_

1st Destination's City and State: \_\_\_\_\_

1st Destination's Phone Number: \_\_\_\_\_

2nd Destination's Street Address: \_\_\_\_\_

2nd Destination's City and State: \_\_\_\_\_

2nd Destination's Phone Number: \_\_\_\_\_

Parking for Bus Available? \_\_\_\_\_ Yes \_\_\_\_\_ No

Street Address of Bus Parking: \_\_\_\_\_

Map to Destination Attached? \_\_\_\_\_ Yes \_\_\_\_\_ No If "No", Why Not? \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Number of Persons Riding: \_\_\_\_\_ (43 max per bus)

Number of Buses: \_\_\_\_\_ (43 max per bus)

Departure Location: \_\_\_\_\_

Departure Time: \_\_\_\_\_ One Way Trip Time: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Return Location: \_\_\_\_\_

Comments of Special Circumstances: \_\_\_\_\_

Round Trip Mileage Per Bus: \_\_\_\_\_ Number of Buses: \_\_\_\_\_

***Estimated Cost:***

Total Miles: \_\_\_\_\_ x .75 = \$ \_\_\_\_\_

Driver Cost: \_\_\_\_\_ drivers x \_\_\_\_\_ hours per driver x \$22.00 = \$ \_\_\_\_\_

***TOTAL ESTIMATED COST:*** = \$ \_\_\_\_\_

Total Cost \_\_\_\_\_ / by Number of Students \_\_\_\_\_ = Cost per Student = \$ \_\_\_\_\_

\_\_\_\_\_ Students will pay above costs (Receipt into account number 001-1344)

\_\_\_\_\_ Costs will be charged to the \_\_\_\_\_ Fund (Requisition must be attached)

\_\_\_\_\_/\_\_\_\_\_ Costs will be charged to General Fund (Must be initialed by both Principal and Superintendent)

***Initials***

**\*I HAVE READ TRANSPORTATION RULES FOR TRIPS AND HAVE COPIES TO GIVE TO CHAPERONES:**

Person Submitting Request: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVALS: \_\_\_\_\_  
Principal Date Superintendent Date

**Distribution: Process only one copy through to Superintendent.** After approval: Original to Transportation  
Copies will be made and sent to: Principal - Teacher - Superintendent – Cafeteria – Treasurer

Revised 11/2010

## EXTRA TRIP RULES-BAND, ATHLETIC, SCHOLASTIC

1. Absolute quiet must be maintained at railroad crossings or other dangerous areas.
2. Nothing shall be thrown out or held so that it extends out of the bus windows.
3. Students are to remain in their seats. Changing from seat to seat is not permitted.
4. No eating or drinking will be permitted on the bus at any time. In case of long trips, sack lunches can be taken along to be eaten at a designated area off the bus. No glass containers are permitted on the bus at any time. A food stop shall be listed as an additional destination on the School Bus Trip Ticket/Travel Certificate.
5. Students must enter and exit through the side service door only.
6. Chaperones have the same authority as personnel in charge of the trip. Chaperones are to be instructed of their duties and responsibilities by the person in charge of the trip. The number of chaperones is to be not less than the number specified in Board Policy and Administrative Guidelines. Chaperones are to be spread out in the bus. At least one chaperone per bus is required.
7. Participants are to stay with the group. Students are not to be on the bus without the driver and coach or chaperone present. At departure time the person in charge of the trip is responsible for having all participants and equipment on the bus.
8. It is the responsibility of the person in charge of the trip to know the exact destination of the trip and convey that information to the driver.
9. In the event of an emergency, the driver is to stay with the bus and the person in charge of the trip is to evacuate the bus (if necessary), get the participants to a safe place, and call for help.
10. Persons in charge of the trip should be instructed in the correct procedure for evacuation of the bus.
11. Cancellation of a trip must be made before the bus leaves storage or the group will be charged for the driver's time.
12. Field trip requests shall be in to the Transportation Supervisor at least 3 weeks before the date of the trip.
13. Field trips leaving or scheduled return times conflicting with the regular bus routes will be denied, unless the regular routes can be covered. Regular routes run from 7:00 a.m. to 8:45 a.m. and 2:25 p.m. to 4:30 p.m.
14. Emergency medical forms are to be on the bus with the person in charge of the trip. Emergency medical forms for chaperones, teachers, or coaches are also needed.
15. At no time is the center aisle or emergency door to be blocked. All carry-on items or equipment is to be stored in or under the seats. All equipment is to be stored so not to damage the bus in any way. No spikes of any kind are to be worn on the bus at any time.
16. Capacity of the bus is not to be exceeded.
  - Comfortable capacity for HS or MS is 43 persons.
  - This is 2 persons to a seat and no equipment.
  - Deduct 2 persons for each seat used for equipment.Remember to leave room for chaperones and students who are bigger than the rest.
17. The person in charge of the trip and chaperones are to take care of any discipline problems on the trip.
18. The School Bus Discipline Plan will apply to all persons on the bus.
19. If meal stop is not checked off and approved at time of Request Form completion, by law the bus will not be able to stop.