



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: Approved _____ Denied _____
 Additional Compensation Request: 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.