

Field Trip Request Form

DEL NORTE COUNTY UNIFIED SCHOOL DISTRICT

Trip ID # _____

BUS= \$2.00 per mile / 56 passenger capacity (81 @ 70lb or less)(minimum of 15 mi./per run)
VAN= \$0.53 per mile/ **7 passengers with driver (minimum of \$30/per day)**

E 6153

**All trip requests to the Transportation Department need to be made at least two weeks in advance.
An Itinerary must be included with any trip having more than one destination**

<u>School</u>	<u>Organization</u>	<u>Submission Date</u>
<u>Trip Supervisor</u>	<u>Grades</u>	
<u>Departure Date</u>	<u>Depart Time</u>	<u>Funding Source</u>
<u>Return Date</u>	<u>Pick Up Time</u>	<u>School Return Time</u>

Note: No student will be excluded from a field trip for lack of ability to pay.

<u>Destination</u>	<u>Purpose (Include educational purpose):</u>		
BUS <input type="checkbox"/> QTY	A School District Employee MUST be on each school bus.		
VAN <input type="checkbox"/> QTY	Private Vehicle <input type="checkbox"/> QTY	Students <input type="checkbox"/>	Adults <input type="checkbox"/>
Use of more than two vans must have prior approval			

If not a school bus, please list the driver name(s).

NOTE: All drivers must be on the Authorized Driver List on file with the Transportation Department:

Cleared by District (Y/N)

1. _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

LOCAL BUS REQUEST INFORMATION

Are drop and pick up locations the same: Y N If no, Pick up Location: _____

Will you be taken to lunch: Y N If yes, Location: _____

Time: _____

Overnight Trips – Name and Address of Accommodations:

Category A - Day trip & overnight trip to Howland Hill or Wolf Creek Outdoor Schools require Principal approval.

A B

Category B – Trips requiring an overnight stay, except those to Outdoor Schools, or deemed to be unusual in the mode of transportation or in the nature of the planned activities require Superintendent and Board approval. Requires 24-hour trip insurance.

Y N

Students received code of conduct

Y N

24-hour insurance purchased

Approved:

\$

Trip Cost: (Including Transportation, Admission Fees, Insurance- Required for Category B trips, this does not include athletic teams): _____

Principal _____

Date _____

Superintendent _____

Date _____

Board Approval Date _____