

School Field Trip Request

(Must be submitted to Superintendent's Office at least two (2) weeks prior to proposed trip)

School:		Date of Request:	
Teacher/Sponsor:		Grade/Subject:	
Date of Trip:	Departure Time:	Return Time:	
Destination:			
Purpose/Activity:			
Transportation:	<input type="checkbox"/> School Bus <input type="checkbox"/> Common Carrier _____ <input type="checkbox"/> Other: _____		
Mileage (est.):	<input type="checkbox"/> 0-50 <input type="checkbox"/> 50-100 <input type="checkbox"/> Over 100 <input type="checkbox"/> Out of State <input type="checkbox"/> Overnight (attach details of arrangements)		
Cafeteria Notified:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Arrangement for "Bag" Lunch/Refreshments <input type="checkbox"/> Other _____		
Arrangements for Non-Participants:			
Number of Students	Number of Buses	Chaperone:Student Ratio	Cost to Students
		_____ : _____	\$ _____

Driver Expense: County Funds; Federal Funds; Local School Funds (If local school funds, indicate local school account number.) _____

Fuel Expense: County Funds; Federal Funds; Local School Funds (If local school funds, indicate local school account number.) _____

<i>Instructional Objective(s) and Method(s) of Evaluation</i>	
<i>Objectives</i> <small>(from SDE Course of Study or School District Curriculum Plan)</small>	<i>Method of Evaluation</i>

This field trip is included in my lesson plans: Yes No Not applicable

Teacher/Sponsor's Signature:	Date Submitted:
Principal's Approval:	Date Signed:
Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Central Office Signature:	Date Received:

Field Trip Report

Driver's Report		Odometer Reading	
Bus Number(s):		Ending Reading:	
Driver's Signature:		Beginning Reading:	
Date of Trip:		Total Trip Mileage:	

Field Trip Total Mileage _____ X \$1.⁷⁵ per mile = \$ _____

*Please note: There may be a \$50.00 fee for submission of an incomplete request form or for a request submitted late. Also, a \$100.00 cleaning fee will be assessed for each bus returned not properly cleaned from a trip.

**See back of form for Field Trip Procedures and Cost Information

School:	Destination:
Teacher:	Date of Trip: BUS #:

S E A T I N G C H A R T					
DRIVER			Front of Bus		ENTRANCE/EXIT
Student Name		Gender	Seat No.	Student Name	
1	_____	<input type="checkbox"/> M <input type="checkbox"/> F		1	_____
2	_____	<input type="checkbox"/> M <input type="checkbox"/> F	2	2	_____
3	_____	<input type="checkbox"/> M <input type="checkbox"/> F		3	_____
1	_____	<input type="checkbox"/> M <input type="checkbox"/> F		1	_____
2	_____	<input type="checkbox"/> M <input type="checkbox"/> F	4	2	_____
3	_____	<input type="checkbox"/> M <input type="checkbox"/> F		3	_____
1	_____	<input type="checkbox"/> M <input type="checkbox"/> F		1	_____
2	_____	<input type="checkbox"/> M <input type="checkbox"/> F	6	2	_____
3	_____	<input type="checkbox"/> M <input type="checkbox"/> F		3	_____
1	_____	<input type="checkbox"/> M <input type="checkbox"/> F		1	_____
2	_____	<input type="checkbox"/> M <input type="checkbox"/> F	8	2	_____
3	_____	<input type="checkbox"/> M <input type="checkbox"/> F		3	_____
1	_____	<input type="checkbox"/> M <input type="checkbox"/> F		1	_____
2	_____	<input type="checkbox"/> M <input type="checkbox"/> F	10	2	_____
3	_____	<input type="checkbox"/> M <input type="checkbox"/> F		3	_____
1	_____	<input type="checkbox"/> M <input type="checkbox"/> F		1	_____
2	_____	<input type="checkbox"/> M <input type="checkbox"/> F	12	2	_____
3	_____	<input type="checkbox"/> M <input type="checkbox"/> F		3	_____
1	_____	<input type="checkbox"/> M <input type="checkbox"/> F		1	_____
2	_____	<input type="checkbox"/> M <input type="checkbox"/> F	14	2	_____
3	_____	<input type="checkbox"/> M <input type="checkbox"/> F		3	_____
1	_____	<input type="checkbox"/> M <input type="checkbox"/> F		1	_____
2	_____	<input type="checkbox"/> M <input type="checkbox"/> F	16	2	_____
3	_____	<input type="checkbox"/> M <input type="checkbox"/> F		3	_____
1	_____	<input type="checkbox"/> M <input type="checkbox"/> F		1	_____
2	_____	<input type="checkbox"/> M <input type="checkbox"/> F	18	2	_____
3	_____	<input type="checkbox"/> M <input type="checkbox"/> F		3	_____
1	_____	<input type="checkbox"/> M <input type="checkbox"/> F		1	_____
2	_____	<input type="checkbox"/> M <input type="checkbox"/> F	20	2	_____
3	_____	<input type="checkbox"/> M <input type="checkbox"/> F		3	_____
1	_____	<input type="checkbox"/> M <input type="checkbox"/> F		1	_____
2	_____	<input type="checkbox"/> M <input type="checkbox"/> F	22	2	_____
3	_____	<input type="checkbox"/> M <input type="checkbox"/> F		3	_____
1	_____	<input type="checkbox"/> M <input type="checkbox"/> F		1	_____
2	_____	<input type="checkbox"/> M <input type="checkbox"/> F	24	2	_____
3	_____	<input type="checkbox"/> M <input type="checkbox"/> F		3	_____

Administrative Procedures for Field Trips/Excursions

The following guidelines are promulgated to assist in the planning and execution of field trips and excursions related to instructional activities, athletic and band competitions, and other educational trips:

1. The request for a school field trip must be submitted to the Director of Transportation at least two (2) weeks prior to the proposed trip for consideration and approval. The form must be accurately completed by the respective trip sponsor and school principal.
2. All trips must be well-planned, organized, and related to appropriate learning and/or school-sponsored activities. Prior approval from the principal must be obtained before any commitments to a vendor can be made for the school or school system. Field trips and other out-of-district activities can not interfere with the state testing program schedule nor with the district's grading period testing schedule. Special excursions that last multiple days should be scheduled so as not to interfere with the regular instructional day, i.e., scheduled during holidays (Thanksgiving, Christmas, Spring Break, etc.).
3. Only one field trip per 2.5 teacher allocation SDE foundation units earned and one field trip per federally funded program are allowed for each school.
4. Do not schedule Friday field trips during football season.
5. All approved field trips must be adequately and appropriately funded for such purpose.
6. Each student who goes on a field trip must have written parental/guardian permission. In addition, this approval form should include, but not limited to, the following information: (1) name of student; (2) date of birth; (3) name, address, and telephone number(s) of parent/guardian; (4) emergency contact other than parent/guardian; (5) medical insurance policy provider and number when applicable; and, (6) a list of allergies and/or medication, including dosage and schedule, etc. Also, the sponsor is to provide a field trip roster listing the names and pertinent contact information. At least one copy of the roster will be taken with the sponsor on the trip and a second copy given to the school principal in case an emergent situation occurs.
7. For academic/instructional related field trips, the school will pay the driver's salary, driver's expenses, and rate per mile; the driver is paid a flat rate of \$36.00 for the first four hours of duty and thereafter is paid at the rate of \$9.00 per hour; the driver's "down-time" rate is set at \$7.25 per hour. After eight hours per day, the driver is paid overtime at the rate of time and a half. The mandated rate per mile is set at \$1.30. For academic competition trips, the school system will pay fuel costs and the school club/organization will pay the driver's salary and expenses.
8. For athletic events the school system will pay fuel costs and the athletic department will pay the driver's salary and expenses. For out-of-state athletic events and camps, the athletic department will pay the driver's salary and expenses and rate per mile. For band trips the system will pay fuel costs for district, state, solo and ensemble, all state contests, two marching contests, and performances during athletic events. The school will pay the driver's salary and expenses. The school will pay the driver's salary and expenses and rate per mile for additional band competitions and band camps.
9. Incomplete field trip request forms or request forms not submitted in a timely manner may result in an assessment charge of \$50.00 per incident. Also, a \$100.00 cleaning fee will be charged for each bus returned not properly cleaned from a trip.
10. The school system's buses can only be driven by individuals who hold an Alabama SDE school bus driver's certificate. All drivers for field trips will be approved by the respective district school bus supervisor. Also, any driver who drives a bus out-of-state must have a Department of Transportation medical/physical card completed by a physician.
11. School sponsored field trips and excursions are subject to all school board policies and regulations. School field trips are an extension of the school campus, and thereby fall under the jurisdiction of the school system's Board of Education and "Student Code of Conduct."