

**Webster County School District
Field Trip Request Form**

School & Club/Grade: _____

Date of Trip: _____

Responsible Teacher: _____

Destination: _____

Departure Time: _____

Return Time: _____

Bus Driver: _____

Check ONE of the following (all options refer to district employment):

____ \$50-Bus Driver is only a bus driver for the district

____ \$70-Bus Driver is employed elsewhere within the district (SUB needed)

____ \$0-Bus Driver is employed elsewhere within the district (No SUB needed)

Notes:

-If more than one bus is needed, an additional request form must be completed.

-In order for a route driver to be used the trip must leave after buses run in the morning and return in time for drivers to run their afternoon shuttle and/or route. If a trip will leave before the morning route is run or will return after afternoon routes begin a route driver can't be used.

-Mileage is \$.50/mile

-When returning trip ticket mileage and whatever option you chose above must be paid.

Building Administrator Signature: _____

Once completely filled out scan and email to Mrs. Mindy Dixon at mdixon@webstercountyschools.org.

This form must be completely filled out before emailing it back to Mrs. Dixon.

Here is an explanation of the payment options that are listed.

Option #1: \$50-Bus Driver is only an approved driver for the district. This means he/she doesn't work at the school in any other capacity except for driving a bus. Their pay will be \$50 for driving for that trip.

Option #2: \$70-Bus Driver is employed elsewhere within the district (SUB needed). This means he/she is a teacher and a sub would be required for watching their classes while they drive. The sub would be paid \$70.

Option #3: \$0-Bus Driver is employed elsewhere within the district (No SUB needed). This means he/she has another job within the school district but would not require a sub to cover their classes.

The only bus drivers that can be paid are those who do not work within the district in any other capacity. If they work within the district, they will already "be on the clock" when they are driving so they can not be paid for driving.

Each school will be responsible for obtaining their bus driver for the trip, paying a bus driver (if applicable), and paying for a sub (if applicable.) This payment needs to be included when mileage is paid for these trips.

This only applies to field trips.