

**FRANKLIN COUNTY SCHOOLS TRANSPORTATION DEPARTMENT**  
**REQUEST FOR FIELDTRIP-FORM A**

Gerren Collins, DIRECTOR

Please follow these directions in completing this form:

- I. The form should be completed about one month but no less than THREE weeks prior to the trip. Please submit form B with this form to your building principal for their approval.
2. Upon approval by your building administrator, he/she will submit your forms to the Transp. Office.
3. Upon approval by the Transportation Director the forms will be sent to the District Central Office.
4. After action by the school board (if out of state) or by the Superintendent you will be notified regarding approval.

Purpose of the trip: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

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

Route to be followed: \_\_\_\_\_  
(Please note that you cannot change your destination or route plan to go somewhere other than your destination.)

Date of Return: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Number of pupils to be transported: \_\_\_\_\_ Chaperones: \_\_\_\_\_

Name (s) of Supervising Faculty Member (s) \_\_\_\_\_

Name of Safety Council member for the trip: \_\_\_\_\_

Have you contacted a bus driver: \_\_\_\_\_ If yes, name of driver: \_\_\_\_\_

Requested by: \_\_\_\_\_  
(Signature of Principal)

Date: \_\_\_\_\_

\_\_\_\_\_  
Gerren Collins, Transportation Director

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Chris Kent, Superintendent

\_\_\_\_\_  
Approval Date

Driver(s) assigned to this trip:

Approximate Cost of the trip: \$ \_\_\_\_\_ (To be filled in by the Transportation Department)  
(Revised 3/1/23)