

## Field Trip / Transportation Request

The Superintendent or his/her designee is authorized to approve all field trips except those which extend overnight or leave the State of Georgia. Field trips which extend overnight and/or leave the State of Georgia must be approved by the Board of Education. Those requiring board approval will be presented at the next scheduled board meeting. Forms will be returned to the teacher/supervisor and building principal upon approval. [VBOE Policy IFCB]

### FIELD TRIP INFORMATION:

**School:** \_\_\_\_\_

**Organization / Club:** \_\_\_\_\_

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

**Date(s) of Trip:** \_\_\_\_\_

**Departure Time:** \_\_\_\_\_ a.m./p.m.      **Return Time:** \_\_\_\_\_ a.m./p.m.

**Purpose of Trip:** \_\_\_\_\_

**No. of Students:** \_\_\_\_\_      **No. of Staff:** \_\_\_\_\_

### TRANSPORTATION REQUEST: (Mark all that apply)

- SCHOOL SYSTEM VEHICLE (SUV)**  
*System Employee* \_\_\_\_\_  
*\*Verification of employees valid drivers license must be on file in transportation department*
- SCHOOL SYSTEM 14-PASSENGER BUS**  
*System Employee* \_\_\_\_\_  
*\*Verification of employees valid drivers license must be on file in transportation department*
- SCHOOL SYSTEM BUS**  
*Authorized CDL System Driver* \_\_\_\_\_  
*\*Must be approved by transportation department*
- COMMERCIAL VEHICLE**  
*Company* \_\_\_\_\_  
*\*Verification of company's vehicle insurance required*
- PRIVATELY OWNED VEHICLE**  
*Owners Name* \_\_\_\_\_  
*\*Parental permission required and verification of owners vehicle insurance required*
- NONE REQUIRED**

### REQUIRED SIGNATURES:

\_\_\_\_\_  
Teacher / Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

### TRANSPORTATION APPROVAL:

AVAILABLE

NOT AVAILABLE

**COMMENTS:** \_\_\_\_\_

### BOARD / SUPERINTENDENT APPROVAL:

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date