



PAINTSVILLE INDEPENDENT SCHOOLS

FIELD TRIP REQUEST FORM

(for all co-curricular and extra-curricular events)

Please read notes on back of form!
Revised 09/24/04

School _____ Today's Date _____

Person(s) requesting trip _____

Group _____ Trip Supervisor _____

School Telephone _____ Home Telephone _____

Date(s) of proposed trip _____

Destination _____

Number of miles TO destination _____

Departure time FROM school _____ Return time TO school _____

How does this trip relate to the Comprehensive Improvement Plan? Please attach lesson plan, follow-up activities, and any other related documents. _____

Funding source? Please identify the MUNIS code. _____

Number of students _____ Number of chaperones _____

Number of buses _____ Bus with wheelchair lift? Y ___ N ___ Total buses _____

APPROVAL.....

Principal Signature: _____ Date: _____

Superintendent Signature _____ Date: _____

Head Start Dir. Signature _____ Date: _____

Transportation Dir. Signature _____ Date: _____

**EMERGENCY PROCEDURE WHEN ON TRIPS (after school hours and weekends):
Call David Vanhose @ 793-1621 or Superintendent @ 793-8382.**

- Field trip request form must be completed, signed by the Principal, and sent to the Superintendent for approval five (5) working days prior to the trip.
- A chaperone/student list must accompany each request. A chaperone is any employee or parent volunteer with crime check who is approved/designated by the Principal. A copy of the chaperone/student list and seating chart must be given to the bus driver before departure on the trip.
- Athletic trips may be sent for approval by attaching entire schedule to request form along with chaperone/student list and seating chart. An updated chaperone/student list and seating chart must be faxed to the Transportation Department on the day of the scheduled trip.
- Field trips will not be scheduled on days there isn't school due to inclement weather unless prior approval by the Superintendent.
- The school must notify the Transportation Department by 12:00 noon for any athletic make up games scheduled for same day.
- The school is responsible to reimburse the Transportation Department for maintenance and fuel costs at the rate of .92 per mile.
- The school is responsible to purchase fuel while on field trip if necessary. Credit for fuel purchased will be given when receipts are received in the Transportation office.
- Lodging must be provided by the school for all overnight trips. Rest time and motel room must be provided for driver for any trips over 15 hours or take another driver.
- Drivers will be scheduled to stay with the students. Drop off trips will not be scheduled.
- Middle and high schools shall restrict the seating capacity to two (2) students per seat on all out-of-district trips.
- Equipment buses shall not transport any students.
- Emergency exits shall not be blocked with any objects.
- It is the responsibility of the sponsor, driver, and students to assist in keeping the interior of the bus fleet clean. Failure to do so will lead to the coach being billed for clean-up.