

# Sheffield-Sheffield Lake City Schools

## Field Trip, Bus Request Form



Complete Page 1 and 2 for any field trip. Give it to your building principal for processing.

Date	School	Date of Trip
Purpose of Trip (Curricular Justification)		
Destination	Location, City, Town, etc.	
Group/Teacher Submitting Request		
Type of Trip <input type="checkbox"/> Walking (Off School Site, No Bus) <input type="checkbox"/> Within School Day <input type="checkbox"/> One day extending beyond regular school day – Needs Superintendent Approval <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Overnight - Needs Superintendent Approval <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Out of State - Needs Superintendent and Board of Education Approval <input type="checkbox"/> Yes <input type="checkbox"/> No		
Number going on Trip	Supervising Teacher	
Number of Buses Requested		
Time Bus Needed	Approximate Time of Return	
<b>Transportation Department</b>		
Date Received	Bus Available	
Transportation Supervisor		
<b>Trip Assignment</b>		
<input type="checkbox"/> Out & Back	Mileage In	
<input type="checkbox"/> Shuttle	Mileage Out	
Bus Number	Total Miles	
	Driver Assigned	
<b>Cost Information</b>		
Time Information	Depart Time	Payroll Information
	Return Time	
	Driving Time	
	Wait Time	
	Total Time	
Miles:		
Approved Time:		
Comments:		
Drivers Signature		Treasurer

# Sheffield-Sheffield Lake City Schools

## Field Trip Assurances



Number and Names of Chaperones (1 to 10 for Grades K-5, 1 to 20 for Grades 6-8, 1-25 Grades 9-12)

Teachers:	Parents:	Other:

Cost to Students (Itemize List)

Total

Provisions for Lunch or Meals:

Alternate Plans for rain or poor weather:

How are Parents notified about the Field Trip?

### Check and comply with the following items

All students must have signed Parental Permission Forms

Topics to Cover with Students

- Dress and Appearance
- Expectation for Behavior
- Safety
- Extra Pocket Money
- Time Schedule

Items to take on day of trip

- Roster
- Emergency Medical Cards
- Tickets/Admissions
- Directions to Location and any special information

To do List

- Complete and submit purchase orders for all expenses requiring transfer of funds
- Complete a Substitute Request Form for each teacher going on trip
- Roll call on both outbound and inbound trip, Call Principal if any student turns up missing
- Maintain Student Discipline
- Have students clean debris from bus
- Be Responsible for trip time schedule
- Have Students get Make-up work from classes missed
- Leave Lesson Plans for your substitute

Signature of Principal/AD/Supervisor	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comment
--------------------------------------	------	---	---------

Signature of Superintendent	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comment
-----------------------------	------	---	---------