# **Field Trip Transportation Form**



When planning a field trip, it is the planner's responsibility to be familiar with all policies that are pertinent. Please submit your completed Transportation Form for Field Trips to the principal <u>before</u> you finalize plans or send information letters home.

School:	Organizer:
Class:	Date of Departure:
# Students:	Date of Return:

### Field Trip Destination(s): \_\_\_\_\_\_

#### Means of Transportation:\_\_\_\_\_

Please indicate if board-owned busing is required:	YES	□ NO
IF YES, send this form to the Transportation Supervisor	twenty (20)	days prior to field trip; and scan &
upload to your school's Google field trip folder.		

#### It is the school's responsibility to arrange for a driver if using a board-owned bus.

Driver's Name:	Bus No.	Transportation Manager Signature:

List the names of the representative trip organizer/lead teacher:

#### Itinerary (include time of departure and return):

Teacher's Signature	Principal's Signature	Date	
It is no coscon to have the fa	llowing information cumplied for the day	of the field trip. A list of all	

It is necessary to have the following information supplied for the day of the field trip: A list of all students going on the trip, students remaining at school, parents/guardians and their phone numbers, as well as any medic alert information.

## TO BE COMPLETED BY BUS DRIVER

Driver's Name:		Trip Distance:	@ \$1.50 /KM =
Total Driving Time:	Hrs. X \$	=	(Suggested rate - \$21/ hour)
Waiting/Standby Time:	Hrs. X \$	=	(Suggested rate - \$21/ hour)
		TOTAL =	
After the trip, please scan and up	pload the signed form t	o your school's Google field	trip folder.
		PRINCIPAL	
<b>NOTE:</b> BUS DRIVER SHOULD HAVE THIS <b>OPERATING AUTHORITY</b> FOR THE BUS.	FORM (SIGNED BY THE PRINC	IPAL AND MANAGER) IN THE BUS	DURING THE TRIP AS THIS IS THE
GOLDEN HILLS SCHOOL DIVISION			

REPLACING	PROCEDURE	DATED: