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 | |
| NOTE: BUS DRIVER SHOULD HAVE THIS OPERATING AUTHORITY 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: |
|-----------|-----------|--------|