

Davis School District

Off-Campus Community Travel Plan

Pre-Travel

Please submit this form to the designated administrative office staff before leaving the school campus and post a copy of this form in the classroom. Notify the school immediately of any travel changes or alternate routes.

School/Class:

Teacher(s):

Date of Travel:

Departure Time:

Estimated Return Time:

Destination (including address): (If more than one destination, please include in chronological order.)

Teacher/Staff Cell Phone Number (Include all staff):

Method of Transportation (Public, District Busing, Walking, etc.):

Bus Numbers/Routes:

Names of Students going on Outing:

Student Name - On Return: Initial beside student name indicating they returned safely

Names of Students and Staff remaining at School and schedules:

Student Name	Where Student will be during Outing	Staff responsible for student
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Post-Travel

Time of Return:

Teacher Signature

Date

Administrator Signature

Date