

Instructions **to Complete** Trip Request

Night and Weekend Trips Only

- Trip requests **must be submitted 10 working days** before the departure date.
- If your time will be determined at a later date please check the appropriate box and put 0:00 in all time boxes.
- Night/Weekend buses will be available after 4:30 pm on school days and anytime on non-school days.
- Contact information for the Trip Sponsor must be completed on the form. Please provide phone numbers to be used for **after school hours and during the trip.**
- Capacity is 46 people per bus.
- All trips may have up to 45 minutes administrative time (travel, pre-trip) beyond actual trip time.
- **No luggage, coolers, tables or glass objects are permitted on a bus with students.** Only small bags or instruments that fit in the student's lap are permitted by State Law.
- **No animals are allowed on buses.** Exceptions are made for service animals only.
- Please indicate where you would like to load the bus; front door, gym, cafeteria, bus loop, etc.
- You may be subject to additional time to clean the inside of the bus due to the condition of the bus at the end of the trip.
- Trips not canceled by 8:00 am on a school day or 24 hours in advance for Night/Weekends are subject to a cancellation fee.
- Please call 859-462-9103 after hours assistance on the day of the trip.
- You can Submit, Print, and Reset the form using the buttons at the bottom of the form.
- **DO NOT SEND ANYTHING THROUGH THE PONY.**
- See [Board Policy](#) 9.36 for more information

Transportation Department Contacts

Day and Kindergarten Field Trips

Marsha Anderson, ext. 25202 or 384-5340

marsha.anderson@boone.kyschools.us

Assistant Director of Transportation

Nick Greer, ext. 25211 or 384-5340

nicholas.greer@boone.kyschools.us

FIELD TRIP ESTIMATE WORKSHEET

Night and Weekends

- Fill in all of the blue boxes.
- Round the Trip Time to the nearest 15 minutes.
- Trip Time must be entered as a fraction of the hour for this page only (15 minutes = .25, 30 minutes = .50, 45 minutes = .75).
- Use [google maps](#) to determine estimated round trip mileage.
- Administrative Time includes possible time for the driver to pre-trip the bus and travel to and from the school. Administrative Time is determined based on the time of the trip and may not be fully-incurred.
- Additional time will be billed if the interior of the bus/buses require cleaning after the trip.
- Trips not returning to school by the designated return time will be billed for the additional time in 15 minute increments.
- A different route may be taken as we will be ensuring the route is accessible for a school bus.
- Estimate will always start with Administrative Time figured in.
- List up to 8 hours in the **Up Time** field and the remainder of the hours in the **Down Time** field.

A formal estimate will be sent to you approximately 2 weeks prior to the field trip. If you need any assistance,

Please contact [Nick Greer](#) ext. 25211 or call 859-384-5340.

Hourly Rate Up Time _____

Hourly Rate Down Time _____

Mileage Rate _____

Administrative Time _____

Up Time _____

Up to the first 8 hours of a trip

Down Time _____

All hours over the first 8 if any

Round Trip Mileage _____

Estimated Cost

UP Time Fee _____

Down Time Fee _____

Mileage Fee _____

Per Bus Cost _____

of Buses Required _____

Total Estimated Cost _____

Night & Weekend Trip Request Form

Please read the instructions before completing this form. If you have any questions, see the Transportation Department contact list at the bottom of the instruction form.

School Requesting Trip _____ Date of Request _____

Trip Sponsor _____ Sponsor Cell Phone _____

Destination Name _____ Date of Trip _____

Destination Phone # _____

Destination Address _____

Destination Instructions _____

Function Type ☐ Educational ☐ Sports ☐ Club ☐ Other _____

Equipment Bus Needed _____

Loading Location at School _____

Loading Time at School _____ Departure Time from School _____

Loading Time at Event _____ Departure Time from Event _____

Return to School Time _____ ☐ Times to be Determined

Number of Teachers/Chaperones _____ Number of Students _____

Drop Off /Pick Up Requested _____ # Buses Requested _____

Additional Comments _____

Trip Approved by;

Principal's Signature _____

PO Number _____ Bill To _____

For Transportation Use Only

Date Received _____

Trip Number _____

Internal Approval _____

Date Estimate Sent _____

Fax ☐ Email ☐

Date Assigned _____

Date Billed _____