

Website Calendar _____

Request ID# _____

Principal approval: _____

MGHS Field Trip Request/Checklist 2019-20

Please complete this form and forward to Paul for approval.

Date of request: _____ **Estimate requested:** yes no

(Please note: Nelson's Bus Service requires a minimum of 5 full school days notice.)

Staff Member Coordinating Trip: _____

Departure Date: _____ **Departure Time:** _____ (earliest departure 8:05 a.m.)

Return Date: _____ **Return Time:** (arrive back at MGHS) _____ (latest drop off 2:30p.m.)

Round Trip with or without wait time (please circle)

Departure Location: North Entrance Music/SPED Entrance Other: _____

Bill to: _____

Destination: _____

- **Destination address:** (Please provide **complete** street address)

- **Destination phone:** _____

Number of students: _____ **Number of adults:** _____

Please indicate type of equipment needed:

- Bus w/52 occupants plus under storage
- Bus w/48 occupants plus under storage
- HDX Coach School Bus with under storage (capacity 46)
- Wheel chair bus (48 + 3 wheelchairs)

Name of CPR/First Aid Certified person: _____

Please allow an additional 20 miles and 1/2 hour driver time to each trip for driver prep/clean up and travel between terminal and MGHS when estimating your trip.

- Mileage charge: \$2.09/mile (HDX \$2.76/mile)
- District fuel surcharge: \$0.32/mile
- Driver charge: \$18.83/hour
- Minimum charge: \$50.33

Determining the cost of field trips: (Nelson's Bus Service is willing to provide a more accurate quote)

Nelson's Bus Service has buses with capacity of 48-52 adults (high school students).

_____ miles + 20 miles x \$2.41 (\$3.08 for HDX) (20 miles round trip from Nelson Bus to School)

(This includes the fuel surcharge from the District in the amount of \$0.32 per mile and \$2.09 trip charge from Nelson's Bus Service. The fuel surcharge is set by the District on a monthly basis depending on the cost of the fuel. When requesting estimates from Nelson's their charge will only include the trip charge.)

_____ driver charge/hours + 30 minutes x \$18.83 (include a 1/2 hour round trip from Nelson Bus to School to your total hours).

(If a drop/pick for the field trip is requested, this needs to be indicated otherwise the bus will stay with group. Please make sure to account for the time the bus is either traveling to and from the field trip or the time in which the bus is staying with the group.)

_____ Total trip cost x _____ number of buses = _____ Total Cost

Field Trip Checklist:

- _____ Check school calendar for potential conflicts
- _____ Email staff at least one week in advance with student names
- _____ Notify Deb (kitchen at x1376) if your group will be gone during lunch
- _____ Lunch arrangements made if gone during lunch
- _____ Permission slips collected
- _____ Field trip fees turned in to Lynn
- _____ Chaperones arranged and background checks completed/approved by DO
- _____ Alternate arrangements made for students not attending trip
- _____ Notify school nurse of trip and arrange for medical needs of students (medication, inhaler...)