

**NEWTON MUNICIPAL SCHOOL DISTRICT
BUS PERMIT SCHOOL ACTIVITY TRIP**

PROCEDURE: The principal must be notified in writing at least ten (10) days in advance. Approval must be given in writing by the superintendent's office. Written permission must be given for each student making the trip. The field trip must be related specifically to the instructional program. A field trip is contingent upon assessment schedules and term test schedules. Costs incurred must come from the instructional budget of the school from which the request is made. NMSD does not transport students in vans or SUV's.

DATE OF ISSUE	SCHOOL		DRIVER	EVENT
BUS #	# OF STUDENTS	#OF CHAPERONES	SUPERVISOR	DESTINATION
DEPARTURE TIME:	RETURN TIME:	ODOMETER READING:		TIME OF EVENT
		Beginning		
DATE OF TRIP:		Ending		
		Mileage		

***SPECIAL NOTE: out of town/overnight trips must be approved by the board.
:Rosters are due one (1) week prior to the trip.***

Major trip clearance policy

Out-of-town/overnight procedures packet must be requested and secured when submitting Field Trip Request Form. You will proceed by the shortest route and return by the same route to your departure location. This trip is duly authorized by the rules and regulations of the State Board of Education, and the School Board of Newton Municipal School District. The driver will keep these instructions with him/her when making the authorized trip. The supervising group will be responsible for the bus being cleaned at the point in time that the bus is returned to the regular driver. The driver will file this order with the office of Transportation within three (3) days after the trip is made.

MILEAGE RATE WILL BE PAID AT A RATE OF \$1.00 PER MILE

Teacher		Date:	
Principal		Date:	
Athletic Director		Date:	
Transportation Director		Date:	
Central Office		Date:	